

*The University of North Carolina at Charlotte*

Temporary Office Space – Facilities Management - Capital Projects  
Hickory Building (Building #536 on Campus Map)  
9316 Mary Alexander Road  
Charlotte, NC 28223  
Telephone: 704/687-0615

PROJECT: **UNC Charlotte  
Career Center  
Advance Planning/Design Services  
Code 41526 Item 321**

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, and University issued Submittal Cover Sheets**, 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 (**Please note Temporary Office location listed above**) by 2:00 p.m., **Tuesday, April 11, 2017. 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 print 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 **late April**, and firms winnowed for interviews will be notified at that time. Interviews will take place **early May**.

There will be a **mandatory** proposal pre-submittal conference for any interested parties held at **11:00 a.m. on Thursday, March 30, 2017, in Room 208, Cone Center** (Building #5 on the campus map — <http://facilities.uncc.edu/maps> ). Visitor parking is available in **Cone Deck**.

The proposed site is open for review at any time.

Please deliver all submittals to me at the address provided above. Any questions about the project should be directed to the Project Manager, **Ms. Lisa Lanier** at [llanier@uncc.edu](mailto:llanier@uncc.edu).

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte  
**Career Center**  
Advance Planning/Design Services  
Code **41526** Item **321**

**I. PROJECT DESCRIPTION:**

The project is for the renovation of approximately 11,200 square feet in Atkins to accommodate the growing needs of the Career Center and increased staffing. Advance Planning will require a preliminary assessment of space needs, an overall proposed concept, and associated project cost estimate which will include determining necessary work to the HVAC, fire alarm, ITS, plumbing, and electrical systems. The project will include a main lobby and reception area, offices, conference room, collaborative meeting spaces, employer interview rooms, break room, and support areas. Designs will include some site work to re-orient the main entrance for a prominent central campus entry, facing the new Belk Plaza. Additional components may be discovered and evaluated through the advance planning process.

The design will be consistent with the Guiding Principles of the Campus Master Plan—[www.masterplan.uncc.edu](http://www.masterplan.uncc.edu) and the University Design & Construction Manual—<http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

- Exterior design consistent with established architectural style of campus, university master plan, and university design manual. The design should complement other campus architectural standards;
- Entrance orientation that visually enhances views and connections between central campus and adjacent Belk Plaza;
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems, including integration through renovations with the existing Atkins systems (i.e. fire alarm systems);
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

**Location**

The Career Center site is located adjacent to Belk Plaza, and adjoining Atkins Library near Cone Center and across from Colvard in central campus (#4 on the campus map—<http://facilities.uncc.edu/maps>). The design team will need to anticipate and plan for the disruption of a prominent central campus pedestrian site and facility, and the impact and logistics of material delivery during construction.

**II. EXPECTATIONS OF THE DESIGNER:**

During the Advance Planning Phase, the Designer will identify appropriate design options in response to space needs, and will determine associated infrastructure renovations and cost

estimates. The Designer will be expected to present schematic sketches that will present options to the University of how the project area will be developed, including space allocations and exterior three-dimensional perspective views utilizing CAD software as the design evolves. The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities at UNC Charlotte.

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 various construction delivery methods to include design-bid-build;
- Working with multiple user groups, committees, and University customers;
- Success in working with buildings which are currently occupied;
- 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.

### **III. SCOPE OF WORK:**

The scope of work for Advance Planning includes preliminary review and recommendations for the renovation of approximately 11,200 square feet of space within Atkins to accommodate an expanded Career Center for students and executive recruiters as UNC Charlotte graduates seek to transition into the workforce.

With the aid of University Planning & Capital Projects staff, the Designer will update the pre-programming information to include the development and presentation of options for the most economical and cost effective schematics. Pre-programming refinement shall include a functional breakdown of all required spaces, with classifications such as offices, storage and support spaces. Meetings with end-users and facilities management personnel will be necessary to define square footage needs, functions, layout, and equipment.

The Advance Planning Phase deliverables shall include:

- A detailed square footage breakdown of all required spaces. This description shall identify all spaces required for net useable space, plus necessary support spaces to accommodate data/telecom and mechanical equipment.
- Preliminary layout and cost estimate of all spaces including descriptive narratives for technical, mechanical, electrical, plumbing, structural (for new openings), and telecommunications, as established by the Consultants.
- Preliminary cost estimate of required selective demolition.
- The Program shall identify utility and other service tie-ins with the existing UNC Charlotte systems, and the preliminary cost estimates associated with these service extensions and renovations.
- Conceptual diagrams and descriptive narratives for student, faculty, visitor and staff

entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.

- Site development and exterior building renovation costs for walks, signage, utilities, etc.

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 Program incorporated into the Advance Planning Document that meets University needs and suffices for submission to the State Construction Office for approval (refer to State Construction Manual, Section 305).

Upon successful completion of the Advance Planning phase, University staff may solicit complete and comprehensive design services for the project from the Designer and their subconsultants. Refer to State Construction Office Chapter 300, Project Design Phases.

#### IV. 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).**

#### V. 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 (**List costs for all projects shown on SF 330 Part I in bold print within the project description**).
- E. **Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.**

## **VI. SCHEDULE**

The University estimates that the Advance Planning for the project will take 6 months from time that the University gives the designer Notice to Proceed.

## **VII. BUDGET**

The current budget for this project is **\$2,000,000**.

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**  
**April 11, 2017**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**  
**Career Center**

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**FIRM INFORMATION**

\_\_\_\_\_  
Architectural Firm & NC License #

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Sub Consultant Firm & NC License #

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Site/Civil Engineering Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Mechanical/Plumbing Engineering Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Structural Engineering Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
RCDD Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

**Career Center**  
**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 resumes 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:

|                                 | %               |                 |                       |
|---------------------------------|-----------------|-----------------|-----------------------|
| <b>Past or Current Projects</b> | <b>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |

**DESIGN LEADER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
List of most recent North Carolina State-owned projects on which this person has participated:

|                                 | %               |                 |                       |
|---------------------------------|-----------------|-----------------|-----------------------|
| <b>Past or Current Projects</b> | <b>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |

**CONSTRUCTION ADMINISTRATOR**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
List of most recent North Carolina State-owned projects on which this person has participated:

|                                 | %               |                 |                       |
|---------------------------------|-----------------|-----------------|-----------------------|
| <b>Past or Current Projects</b> | <b>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |
| _____                           | _____           | _____           | _____                 |

Submitted by: \_\_\_\_\_  
**SITE/CIVIL ENGINEER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

**STRUCTURAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

**MECHANICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

**ELECTRICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

**PLUMBING ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

**RCDD**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

| <b>Past or Current Projects</b> | <b>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |
| _____                           | _____                 | _____           | _____                 |

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_