***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**

**Fretwell Cafe Renovation**

 **Design Services**

**Code 41926 Item 304**

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 front and back) – including standard forms**. Submittals are due in my office by **2:00 p.m., Tuesday, January 7, 2020**. 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 **January 2020** and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to Kathryn Horne at kathrynhorne@uncc.edu**.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Fretwell Café Renovation**

Design Services

Code 41926Item 304

**PROJECT DESCRIPTION & SCOPE**

The project is for the renovation for the Cafe in the Fretwell Building. These renovations will include:

* Renovation and expansion of the existing café

The work will include new finishes, lighting, replacement of food service equipment, and upgrades of mechanical, electrical distribution and exhaust systems to accommodate the new layout.

The renovation work is schedule to begin in May 2021 and be completed by July 31st, 2021 and will include all work described above. A decision on the contract delivery method had not been made at this time.

The project construction will be coordinated with a separate project for the planned renovation of the Fretwell Building lobby. A determination about phasing the project will be made during initial programming and design. All other operations in the Fretwell Building will remain open and active during the renovation timeframe. Consideration for the contractor’s access to the building and space for storing materials and laydown will need to be considered in the design.

The design team will work in consultation with Chartwells, the University’s food service provider.

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Some of the important design elements will be:

* design consistent with established style of campus, university master plan, and university design manual.
* Simplicity of design with an emphasis on economical construction and maintainability;
* Safety of visitors, students, and staff during construction;
* Protection of existing facilities throughout construction.

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**Location**

* The planned renovation is located in the Fretwell Building located in the core of campus off Mary Alexander Road.

**EXPECTATIONS OF THE DESIGNER:**

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

* North Carolina State Construction Office and Department of Insurance requirements and procedures
* Local Health Department Standards
* Experience designing food service venues in existing buildings
* Working with multiple University constituents and food service designer.
* Success in working with multiple design disciplines.

**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 renovations of dining facilities.

(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).**

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and receive approval to bid this project from all applicable agencies (SCO & Health Department) by January 2021.

**BUDGET:**

The total budget for this project is $800,000 which must provide for design support services, design fees, construction of the elements described above, food service equipment and specialties, any utility infrastructure improvements and commissioning

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**

**January 7, 2020**

**DESIGN**

**UNC CHARLOTTE**

**Fretwell Café Renovation**

**FIRM INFORMATION**

Architect Location (Headquarters & Office Serving this Project

Subconsultant Firm & NC License # Location (Headquarters & Office Serving this Project)

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Mechanical/Electrical/Plumbing Firm Location (Headquarters & Office Serving this Project)

RCDD Location (Headquarters & Office Serving this Project)

Food Service Consultant Location (Headquarters & Office Serving this Project)

**Fretwell Café Renovation** Design Firm

**UNC CHARLOTTE** 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 requested to submit Standard Form 330 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**

# 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**

# 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**

**PLUMBING 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**

**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**

**Food Service Consultant**

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: