***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**

**J.W. Clay Boulevard and Robert D. Snyder Road Modifications**

**Design Services**

**Code 41926 Item 308**

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 30 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Thursday January 23, 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 February and firms selected 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 the Project Manager, **Brian Kugler** at **bhkugler@uncc.edu.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**J.W. Clay Boulevard and Robert D. Snyder Road Modifications**

Design Services

Code 41926 Item 308

**PROJECT DESCRIPTION:**

The project is for the design and construction of modifications to JW Clay Boulevard and Robert Snyder Road to alleviate traffic congestion on the Charlotte Research Institute (CRI) area of campus. Modifications will include realignment of turn lanes from JW Clay Boulevard to North Tryon Street, addition of a traffic lane on the west side of JW Clay Boulevard, reconfiguration of a parking lot at the west end of Robert Snyder Road and evaluation of the traffic circle at Institute Circle.

The project will include grading, paving, striping, lighting, stormwater management, landscaping, hardscaping and signage at a minimum. 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 and the UNC Charlotte Design and Construction Manual. The University’s Design Manual and Campus Master Plan can be viewed at: http://facilities.uncc.edu/

Important design considerations include:

* Improvement of vehicular traffic flow and analysis to reduce congestion.
* Site design consistent with established principles of the campus master plan and university design and construction 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.
* Coordination with adjacent construction projects.

**Location**

* The project sites are located on UNC Charlotte’s CRI portion of campus.

**EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact configuration of the improvements and how the existing traffic will be affected. The designer is expected to develop options for consideration and review by the University. Coordination of the Early College High School bus traffic, UNC Charlotte bus service, hotel and conference center traffic and pedestrian pathways.

Modifications to the JW Clay Blvd lane configuration will be coordinated with the Charlotte Department of Transportation.

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;
* North Carolina Department of Transportation and City of Charlotte/Charlotte Department of Transportation review and approval processes.
* Traffic and transportation design.
* Success in working with multiple design disciplines.

**Scope of Work:**

The project scope includes:

1. A new traffic lane and sidewalks to be built southwest of and parallel to JW Clay Blvd.
2. Revisions to the laneage on JW Clay Blvd approaching North Tryon St including modifications to the traffic signal.
3. Improvements to CRI Lot 3 to accommodate a higher traffic load when the new CRI Entrance Road project is completed.
4. Evaluation and recommendations at Institute Circle to improve traffic flow.

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

With the aid of University planning & real estate/land use staff, the Designer will update the pre-programming information to include the development and presentation of options for the most efficient and cost effective design configuration. Meetings with campus stakeholders, UNC Charlotte Facilities Management staff, UNC Foundation staff and Charlotte Mecklenburg Schools staff will be necessary to define project layout and details.

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

**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).**

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and receive approval to bid this project from all applicable agencies by **September 2020.**

**BUDGET:**

The total budget for this project is $1,000,000 which must provide for design support services, design fees, landscaping, storm water management and construction of the elements described above, and any utility infrastructure improvements.

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 23, 2020**

**DESIGN**

**UNC CHARLOTTE**

**J.W. Clay Boulevard and Robert D. Snyder Road Modifications**

**FIRM INFORMATION**

Site/Civil Engineering Firm & NC License # Location (Headquarters & Office Serving this Project

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

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

Add others as needed (Survey, Geotechnical, etc) Location (Headquarters & Office Serving this Project)

**J.W. Clay Boulevard and Robert D. Snyder Road Modifications**

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**

# Site/Civil 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**

**LANDSCAPE ARCHITECT**

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**

**TRAFFIC/TRANSPORTATION 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: