***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**

**New Charlotte Research Institute Entrance**

**Design Services**

**Code 41926 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 30 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Tuesday, December 10, 2019**. 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 **December** 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 the Project Manager for the project, **Brian Kugler** at **bhkugler@uncc.edu.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**New Charlotte Research Institute Entrance**

Design Services

Code **41926** Item **303**

**PROJECT DESCRIPTION:**

The project is for the **construction** of the **New Charlotte Research Institute Entrance (CRI Entrance)** to include **grading, paving, striping, lighting, stormwater management, landscaping, 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. The University’s Design Manual and Campus Master Plan can be viewed at: http://facilities.uncc.edu/

Some of the important design elements will be:

* Site 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.
* Coordination with adjacent roadway construction projects.

**Location**

* The New CRI Entrance site is located between North Tryon St. (Highway 29) and CRI Lot 3 on the UNC Charlotte’s CRI portion of campus.

**EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact configuration of the project and how the existing parking facilities will be affected by the new roadway connection. The designer will be expected to present schematic sketches which will present options to the University of how the roadway will be developed including AutoTURN movements.

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 New CRI Entrance project will provide traffic and transportation improvements to UNC Charlotte by construction of a permanent roadway connection between Highway 29 and CRI Lot 3 in the location currently in use as a temporary construction entrance.

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 & real estate/land use staff update the pre-programming information to include the development and presentation of options for the most efficient and cost effective design configuration. Meetings with end users and facilities management personnel 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 $1,200,000 which must provide for design support services, design fees, landscaping, 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**

**DECEMBER 10, 2019**

**DESIGN**

**UNC CHARLOTTE**

**NEW CHARLOTTE RESEARCH INSTITUTE ENTRANCE**

**FIRM INFORMATION**

Site/Civil Engineering Firm 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)

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

**New CRI Entrance** 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: