



The University of North Carolina at Charlotte

Planning, Design, and Construction
Facilities Management 2nd Floor
9151 Cameron Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-7217

**PROJECT: UNC Charlotte
 Richardson Stadium Expansion
 Advanced Planning Services
 Code 42226 Item 334**

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 – 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.

There will be a non-mandatory pre-proposal meeting on July 20, 2023 at 2:00 PM in Facilities Operation/Parking Services Building (FOPS), building 92 on the UNC Charlotte Campus Map. Parking Permits for Lot 25, immediately adjacent, can be obtained by emailing Lakeya Hewlin lakeya.hewlin@charlotte.edu with Name, cell phone, car type, tag, and car color information.

Submittals are due by 2:00pm, Thursday, July 27, 2023.

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 **one** copy of the submittal, along with **one** electronic copy in pdf format USB drive attached to a printed submittal at the address noted above. Hard copy should be bound together as a document and the digital submission should be assembled into a single pdf file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in August 2023 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to Jeanine Bachtel jbachtel@uncc.edu. Please do not contact other UNC Charlotte staff.

Sincerely,

Kathryn L. Horne, FAIA
Director of Planning, Design, & Construction

The University of North Carolina at Charlotte
Richardson Stadium Expansion
Advanced Planning Services
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I. PROJECT DESCRIPTION

The project is for advance planning for the expansion and renovation of Jerry Richardson Stadium.

The project will encompass a phased expansion of Jerry Richardson Stadium to include the addition of a four-story tower on the west side of the venue, as well as seating growth on both the east and west sides of the stadium. The tower would include large plaza and mezzanine donor/team spaces, as well as a dedicated suite level and a game operations level, to include coaches' boxes, working media, TV and radio spaces, as well as separate Chancellor and Athletic Director's suites. Seating would expand on both sides of the stadium, increasing capacity from just over 15,300 to over 30,600, effectively doubling the capacity of the venue.

II. EXPECTATIONS OF THE DESIGNER

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

- Demonstrated experience in planning, design and construction of stadiums, stadium expansions or similar structures, preferably in a higher education setting
- Demonstrated experience with providing designs that are integrated with the campus aesthetic and architecture.
- Demonstrated experience designing facilities for power 5 level of football and past experience on large college athletic projects.
- Experience working with the North Carolina State Construction Office, UNC System, and Department of Insurance and understanding of all requirements and procedures. Experience providing Advanced Planning services and documents in accordance with the requirements in the NC SCO Construction Manual Section 504.
- Experience working with multiple user groups, committees, and University customers

III. SCOPE OF WORK:

The Designer will work with UNC Charlotte Planning Design and Construction, a steering committee that includes Athletics and campus stakeholders to define project needs, functions and adjacencies, to develop a program of spaces, including narrative descriptions of proposed building systems in the expansion, preliminary conceptual site plan, floor plans, elevations, and project costs. Presentations to committees and university leadership to present options, solicit input and present recommendations will be required. Advance Planning documents will be submitted to the Office of State Construction for approval.

Some of the important design elements will be:

- Economical design including evaluation of first and life-cycle costs

- Evaluation of existing conditions and recommendations for expansion with attention to technical details and specifications
- Safety of University visitors, students, and personnel
- Protection of existing facilities throughout construction

Upon successful completion of the Advance Planning phase, the University may solicit complete design services for the project from the designer and their subconsultants or may choose to advertise publicly for professional services.

II. 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 and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology for the project.
- 6) Recent experience with project costs and schedules.
- 7) Construction administration capabilities.
- 8) Proximity to and familiarity with the area where the 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

III. SCHEDULE

It is anticipated that the Advanced Planning (AP) phase will take four to six **months** to be completed after AP contract execution. During the Advanced Planning phase or shortly thereafter, the University will decide on the contract delivery method for this project. Based on this decision, a proposed schedule timeline for the design and construction of the project will be determined.

IV. BUDGET

The project budget will be established during the advance planning phase.

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

July 27, 2023

**ADVANCED PLANNING SERVICES
UNC CHARLOTTE
RICHARDSON STADIUM EXPANSION**

FIRM INFORMATION

Add additional consultants as needed

Architectural/Engineering Firm & NC License #

Location (Headquarters & Office Serving this Project)

MEP Engineering Firm & NC License #

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm & NC License #

Location (Headquarters & Office Serving this Project)

**Richardson Stadium Expansion
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 should submit resumes for all personnel who will work on the project. This information is important to the University and should accompany submittals. This form should be attached to your cover letter or located in the front of your submittal.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

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

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

DESIGN LEADER

Name: _____ License # _____ Office Location _____

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

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

PROJECT MANAGER

Name: _____ License # _____ Office Location _____

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

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