

**UNC Charlotte  
Science Building**

**CM@R Pre-Submittal Conference**

**August 4th, 2016, 10:00 AM**

**Cone Center- Room 210**

# Meeting Agenda

## PART I - General

- Welcome
- Introductions
- **Questions:**
- [jbachtel@uncc.edu](mailto:jbachtel@uncc.edu),  
cc: [dschauble@uncc.edu](mailto:dschauble@uncc.edu)
- **Updates & Addenda:**  
[facilities.uncc.edu/advertisements](http://facilities.uncc.edu/advertisements)
- This Power Point will be posted at the above link
- Last date to submit questions August 15th. A final addendum may be posted no later than August 17th.

## PART II - Submittal

- Schedule
- Submittal Format

## PART III – Requirements

- Subcontractor Pre-qualification
- HUB Requirements

## PART IV - Project

- Budget
- Project Size
- Program
- Site Plan

# Submittal

## Submittal Schedule

- Proposal Due Date **August 25<sup>th</sup>** at **2:00 PM**
- Shortlisting to be completed in mid-September, 2016
- Interviews for selected firms will be in late October, 2016
- Final Selection anticipated by early November
- Pre-Construction Services will begin in November

# Submittal

## Submittal Format

- No larger than 12 ½” in height x 9 ½” in width
- Provide 5 printed copies & 1 digital copy
- 50 page limit (25 double sided)
- Page limit includes all printed pages, but not covers, tabs, clear covers, blank pages, cardstock backs, etc.
- Page count will be derived from digital copy, so omit all blank pages from the digital version
- SF 330 will be required for some portions of the submittal. The form can be downloaded at the following link:
  - <http://www.gsa.gov/portal/forms/download/116486>

## Submittal Content

- Use Supplied Qualifications Questionnaire
- Project Title
- Optional Cover Letter
- Table of Contents
- Proposer Name
- Profile of Proposer
  - Provide information requested in Items A-G

## **Submittal Content**

- **Project Experience**

- Download SF 330

- A. List up to 10 projects of similar size and complexity.

- B. Use SF 330 Part I Section F Sub-Sections 20-24 (omit Sub-Section 25) Include a separate Section F form for each project.

- a) For each project, include specific details and clarify if you provided pre-construction and/or construction services

- b) For each project provide GMP if given or estimated cost provided by you if no GMP given

- c) For each project list scheduled number of days and actual number of days for construction

- d) For each project identify if monitored by SCO

- C. Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.

# Submittal Content

- **Key Personnel**

- A. List key personnel who will be assigned to the project.
- B. For each person , list what aspects of pre-construction or construction the person will handle.
- C. For each person, list his/her experience with the firm, prior experience with similar projects, person's title hold on each project listed, and person's location.
- D. Use SF 330 Part I Section E to provide resumes and reference information. Provide a separate Section E for each resume. (The resumes will be provided in an attachment at the back of the submittal)
- E. Provide an organizational chart ( This will be provided in an attachment at the back of the submittal)

## **Submittal Content**

- **Project Planning**

A. Provide brief description of how project will be managed and how services will be performed in pre-construction and construction phase:

- a) Value Engineering
- b) Constructability Issues
- c) Cost Model/Estimates
- d) Project Tracking/Reporting
- e) Request for Information (RFI) and Shop Drawings
- f) Quality Control
- g) Schedule and Staffing Plan

B. **Minority Participation – Describe your company plan for encouraging participation of Minority and HUB Firms (attach HUB Plan a the back of the submittal)**



## Submittal Content

- Date, seal and attest Questionnaire
- Complete Verification Form
- Provide Attachments in this Order:
  - A. Copy of State of NC Contractor's License
  - B. Letter from Surety Company
  - C. Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
  - D. Resumes (utilizing SF 330 Part I Section E). If personnel has not worked on any of the sample projects listed in the SF 330 Section F, include references for this person behind the SF330 Section E form.
  - E. Organizational Chart
  - F. Financials (Balance sheet and income statement if available) **This should be submitted separately in a sealed envelope, as a single copy and will not count towards the 50 pages!**
  - G. **HUB Plan**

## Sub-Contractor Prequalification

- New State Pre-qualification procedures and forms can be found at:
  - <http://www.nc-sco.com/prequalforms.aspx>
- New appeals procedure requires pre-qualification to be moved further ahead in the schedule (allow about 4 months prior to bidding to prequalify)

## **HUB Plan and solicitation of Sub-Contractors**

- Goal for this Project 30%
- HUB Requirements – Dorothy Vick

## **Project Overview**

### **Project Budget**

- Total Project - \$101M incl. soft costs  
Construction Cost - \$70M

### **Project Size**

- 120,000-150,000 GSF STEM Science Facility
- 6,000 GSF Regional Utility Plant
- 3,000 GSF Data Center

# **Project Program**

## **Science Building**

- Offices & Administrative Areas
- Research Labs
- Graduate and Undergraduate Teaching Labs
- Lecture Classrooms
- Resource Rooms
- Support Spaces
- Core & Circulation

# Project Program

## **RUP**

- Will replace existing Steam Plant
- Will provide Hot Water Piping seven campus buildings, including Science
- Will provide Chilled Water Piping to the Science Building

## **Data Center**

- Will be connected to RUP and receive heating/cooling from RUP
- Will be a box within a box system

# Project Timeline

- Regional Utility Plant & Data Center
  - Schematic Design will start in September 2016
  - Design, Construction Documents and Bidding to be Complete by May 2017
  - Construction June 2017-June 2018
- Science Building
  - Schematic Design will start in December 2016
  - Design, Construction Documents and Bidding to be Complete by May 2018
  - Construction June 2018-June 2020
- CM@R to start Pre-Construction Services in November 2016
- **Confirm your Team availability for the Projected timeline**

# Existing Project Site





**QUESTIONS ?**