

The University of North Carolina at Charlotte

Planning, Design & Construction
2nd Floor - Facilities Management
9151 Cameron Blvd..
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Student Health Center Renovation
 Design and Construction Administrative Services
 Code 42226 Item 330

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.

Submittals are due in my office by 2:00 p.m., Tuesday, August 15, 2023.

Do not transmit any submittal information via email. See Submittal Requirements section for details.

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

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed to the Project Manager, **Lisa Lanier** at **llanier@charlotte.edu**.

Sincerely,

Kathryn Horne FAIA
Director of Planning, Design & Construction

The University of North Carolina at Charlotte
Student Health Center Renovation
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PROJECT DESCRIPTION & SCOPE

The project is for the renovation of approximately 12,000 square feet of the Student Health Center. The project will include the renovation of existing space to optimize use and patient experience, and enhance collaboration and function to improve efficiencies.

Some of the important design elements will include:

- Improvement to wayfinding and flow of function/spaces;
- Improvement of customer service;
- Improvement of acoustical privacy and sight-lines;
- Simplicity of design with an emphasis on economic and timely construction, energy use and conservation;
- Application of sustainable building design concepts;
- Safety of University visitors, students, and staff during construction;
- Protection of existing facilities throughout construction;
- Design consistent with the established style of campus, University Master Plan, and University Design and Construction Manual.

Other considerations in the design will be options for phasing and sequencing construction, and creating a schedule for the renovations to be completed, with thought given to mitigate construction costs.

All other operations in the Student Health Center will remain open and active during the renovation time frame. Consideration for the contractor's access to the building and space for storing materials and laydown will need to be considered in the design.

Location

The Student Health Center renovation is located on the corner of Cameron Boulevard and Mary Alexander Road, Building 65 on the [campus map](#).

EXPECTATIONS OF THE DESIGNER:

The designer will work with Health Center staff to develop a design that optimizes space use and function. During the design phases, the designer will be present sketches to show options to the University of how the project area will be developed including space allocations with adjacent entities.

Throughout the Design Phases, the Designer will provide three-dimensional perspective views of the building layout as the design evolves. The Designer must adhere to the established palette of building materials and finishes for new University facilities.

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

- Programming, designing and administering construction of major projects within budgets and in a timely manner—proven track records;
- Experience with various construction delivery methods.
- Working with multiple University constituents, Student Affairs, etc.;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;

- Experience with Building Information Modeling.
- Success in working with multiple design disciplines.

DESIGNER SELECTION CRITERIA

The selection committee will use the following criteria (North Carolina Administrative Code 01 NCAC 30D .0303) to review submittals from design firms. These criteria are used to assess qualifications of design teams and to select a minimum of three firms to be interviewed for selection as the designer of record.

Submittals must clearly provide information for each category below utilizing the numbering system and categories for the submittal subtitles.

- (1) Specialized or appropriate expertise in renovations of healthcare and higher education facilities.
- (2) Past performance on similar projects.
- (3) Adequate staff and proposed design or consultant team for the project.
- (4) Current workload and State projects awarded.
- (5) Proposed design approach for the project including design team and consultants.
- (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).

SUBMITTAL REQUIREMENTS

- Provide a brief overview of the teams' understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- One (1) bound booklet no more than **40 pages (20 if printing double sided)** containing design consultants' team with resumes and related work experience. Page limit shall be inclusive of Standard Form 330 Parts I & II.
- Deliver **one copy** of the submittal, along with **one** electronic copy in pdf format (USB drive attached to a printed submittal) to the address noted on Page 1. Each hard copy should be bound together as a document and the digital submission should be assembled into a single pdf file.
- Provide Information in the following Order:
 - A. UNC Charlotte Required Submittal Cover Sheet
 - B. Designer's Supplemental Information Form
 - C. Cover Letter (Optional)
 - D. SF 330 Parts I & II (**List square foot costs for all projects shown on SF 330 Part I in bold print within the project description**).
 - E. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

SCHEDULE:

Design will begin as soon as the Designer is selected and the contract is executed. The full schedule will be developed when the scope of work is outlined and confirmed.

BUDGET:

The total budget for this project is \$3,000,000 which must provide for design support services, design fees, construction of the elements described above, and any utility infrastructure improvements and commissioning.

This sheet is to be **UNC Charlotte's Required Submittal Cover Sheet**. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL
August 15, 2023
DESIGN and CONSTRUCTION ADMINISTRATIVE SERVICES
UNC CHARLOTTE
Student Health Center Renovation
Code 42226 Item 330

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

**Student Health Center Renovation
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 are requested to submit Standard Form 330 for all personnel who will work on the project. **Do not alter the format of this form.**

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____