

*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  
CID (Campus Infrastructure Development) Roadway Improvements  
Advance Planning/Design Services  
Code 41126 Item 301A**

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 50 pages – including standard forms). **Submittals are due in my office by 2:00 p.m., Thursday, August 30, 2012. Do not transmit any submittal information via email.**

Submittals **must** include the cover sheet, pages 1 and 2 of the standard 254 Form, 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.) to my office at the address noted above.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in September and firms winnowed for interviews will be notified at that time.

There will be a mandatory pre-proposal meeting for any interested parties held at 3:00 pm on Wednesday, August 15<sup>th</sup>, 2012. The meeting will be held in the Cone Center, Room 112. Visitor parking is available in the Cone Deck.

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](mailto:bhkugler@uncc.edu). All questions should be received via email by close of business on Monday, August 20, 2012. Responses will be posted under the advertisement on <http://facilities.uncc.edu> by Thursday, August 23, 2012.

Sincerely,

Joyce Clay

**The University of North Carolina at Charlotte**  
**CID Roadway Improvements**  
**Advance Planning/Design Services**  
**Code 41126 Item 301A**

**PROJECT DESCRIPTION:**

The project is for the construction of campus roadway infrastructure to include realignment of Phillips Road from Toby Creek to Cameron Blvd., corridor improvements to Craver Road and Mary Alexander Road, and intersection improvements at Cameron Blvd. and Mary Alexander Road.

The design will be consistent with the Guiding Principles of the Campus Master Plan. It will impart a sense of permanence and tradition in its appearance and in a manner consistent with the campus standard.

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:

- Orientation that visually enhances views and connections for vehicles and pedestrians;
- Simplicity of design with an emphasis on economic and timely construction;
- Safety of University visitors, students, and personnel;
- Protection of existing facilities throughout construction.

**Location**

The CID Roadway Improvements site is in various locations on campus.

## **EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact orientation of the Phillips Road as well as the intersection of Cameron Blvd. and Mary Alexander Road and how the Campus Master Plan will be affected by these placements. During the feasibility study the designer will be expected to present traffic analysis and schematic sketches which will present options to the University of how the project will be developed.

Throughout the Advance Planning the Designer will provide plan sketches of the improvements as the design evolves. Selected three dimensional perspective views may also be requested. Members of the Design Team must be capable of listening, comprehending and responding to University leaders who will give both general and specific guidance for desired project attributes. The Designer must be willing to conform to the established palette of building materials and site furnishings 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 roadway projects within budgets and in a timely manner;
- Experience in understanding civil aspects such as cut/fill and buildable slopes as they pertain to roads and their adjacencies to buildings, etc;
- Working with User committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Engineering design of bridge and roadway systems and similar type facilities;
- Ability to minimize land disturbance and retain natural landscape.
- Experience with storm drainage and FEMA permitting

## **SCOPE OF WORK:**

The CID Roadway Improvements project will provide traffic/transportation services to faculty, staff, and students at UNC Charlotte.

The project has four components:

- Relocation of Phillips Road from Toby Creek to Cameron Blvd. to create a four-way intersection with Cameron Blvd. Craver Road. The November 17, 2010 study *Phillips Road Realignment* is available for your review at <http://facilities.uncc.edu/advertisements> under the advertisement for this project.
- Analysis of the intersection of Cameron Blvd. and Mary Alexander Road to determine comparative costs and performance of a traffic signal vs. a roundabout. Once a selection has been made, that measure will be designed.
- Design of improvements to Craver Road from Mary Alexander Road to Cameron Blvd. to improve pedestrian movements, remove on-street parking, and add bike lanes, curb and gutter, and sidewalks. The February 4, 2010 *Craver Road Traffic Study* is available for your review at <http://facilities.uncc.edu/advertisements> under the advertisement for this project.
- Design of improvements to Mary Alexander Road from Van Landingham Road north to the University's property line per the *Mary Alexander Road Schematic Streetscape Plan* dated June 17, 2005 and available at <http://facilities.uncc.edu/advertisements> under the advertisement for this project.

## **Submittal Requirements**

- Brief overview of the teams understanding of the project. Also provide the team members' accomplishments and responsibilities for similar projects.
- Five (5) bound booklets no more than **50 pages** containing design consultants' team with resumes and related work experience. Page limit shall be inclusive of standard forms.
- Submit booklet in digital format on one (1) DVD, CD, or USB drive in .pdf format.
- Designer's Supplemental Information Form to be located at the front of the submittal.
- Designers shall submit pages 1 and 2 of 254 Form.

## **Designer Selection Criteria**

The selection committee will use the following criteria to review submittals from design firms. These criteria will be 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.

### **Architecture/Engineering**

- Demonstrated experience in design of similar facilities.
- Demonstrated ability to provide cost-effective design.
- Demonstrated ability to coordinate projects that involve multiple constituents.
- Demonstrated ability to design and oversee construction of similar type projects.

### **Transportation/Circulation**

- Minimum 5 years' experience in Transportation/ Traffic Planning and design
- Experience in wetland mitigation

### **Programming**

- Experience in university programming of similar facilities.
- Demonstrated experience working with User committees.

### **Site Design**

- Ability to minimize land disturbance and retain natural landscape.
- Ability to design civic open space/plazas.
- Ability to relate roadways to future adjacent spaces.
- Continues UNC Charlotte's good stewardship of the physical environment.

### **Design Administration**

- Consultant shall prepare and submit for review a report illustrating success in state projects to include examples of completing projects on time and within budget.
- Previous experience with state-owned projects and familiarity of State Construction Office and Department of Insurance procedures.
- Team's design and administration philosophy for achieving the client's program and how that philosophy would be applied to this project.
- Description of the team which would design and administer the project. The qualifications and experiences of members of your firm who will work on this project are of great interest to our committee.
- Capability of the firm to accomplish work in the required time frame.
- The breadth and size of a firm will be considered to match the complexity/simplicity of the proposed project.

### **Construction Administration**

- Consultant should submit their plan for construction inspection including procedures for dealing with document management, RFIs, and design changes.

### **Other Factors**

- Volume of state projects in the past 24 months.
- Geographic proximity to the UNC Charlotte campus.
- Historically Underutilized Business representation in proposed team structure. Please include a brief description of potential opportunities or strategies for the involvement of HUB consultants/sub-consultants on the project.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Advance Planning for this project prior to November 22, 2012 in accordance with the planned start of construction on January 1, 2013

**BUDGET:**

The total budget for this project is \$8,272,000 which must provide for design support services, design fees, landscaping, construction of the elements described above, and any utility infrastructure improvements.

The budget for the Advance Planning for this project is approximately \$827,200.

**Additional information**

The University Master Plan and Design Manual are located at: <http://facilities.uncc.edu/>

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**

**August 30, 2012**

## **ADVANCE PLANNING/DESIGN**

### **UNC CHARLOTTE**

### **CID Roadway Improvements**

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Architectural Firm & NC License #

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Architect of Record

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Landscape Architectural Firm & NC License #

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Landscape Architect of Record

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Mechanical Engineering Firm

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Mechanical Engineer

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Electrical Engineering Firm

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Electrical Engineer

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Plumbing Engineering Firm

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Plumbing Engineer

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Structural Engineering Firm

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Structural Engineer

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RCDD Firm

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RCDD

UNC CHARLOTTE

Contact Name \_\_\_\_\_

**DESIGNER'S SUPPLEMENTAL INFORMATION TO BE AT FRONT OF SUBMITTAL**

**Instructions:** Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Make additional sheets for secondary choices if the firm has several employees who may fulfill one responsibility. In addition to this form, design firms are encouraged to 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. **Do not alter the format of this form.**

**PRINCIPAL IN CHARGE.**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC License # \_\_\_\_\_

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

Provide resume.

Past or Current Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DESIGN LEADER** (The person who will be the University's contact throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC License # \_\_\_\_\_

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

Provide resume.

Past or Current Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONSTRUCTION ADMINISTRATOR**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC License # \_\_\_\_\_

Provide resume and list most recent State owned projects on which this person has participated:

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LANDSCAPE ARCHITECT**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC License # \_\_\_\_\_

Provide resume and list most recent State owned projects on which this person has participated:

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**STRUCTURAL ENGINEER**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC P.E. # \_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MECHANICAL ENGINEER**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC P.E. # \_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ELECTRICAL ENGINEER**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC P.E. # \_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by \_\_\_\_\_

Signature \_\_\_\_\_