

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**
 Sycamore Hall Renovation
 Design & Construction Administration Services
 Code 41526 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 40 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Thursday, March 31st, 2016**. 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.

In your submittal, please emphasize the achievements and qualifications of those persons who would be working on our project. If you present information on previous projects, it would be helpful to inform us how your team members participated on those projects.

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

There will be a mandatory pre-proposal meeting and site visit for any interested parties held on **Wednesday, March 23rd, 2016 at 2:00pm**. We will meet in **Fretwell Room 100** and proceed to the site from there. Visitor parking is available in **East Deck 1**.

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
Sycamore Hall Renovation
Design Services
Code **41526** Item **303**

PROJECT DESCRIPTION:

The project will provide design and construction administration for the renovation of the Sycamore Residence Hall into an office building. The building is 4 stories and approximately 16,975 gsf. The renovation will require full interior renovations, replacement of the mechanical, electrical and plumbing services, and selective repairs such as a new roof and general weatherproofing to support continued long term use. The project will also bring the building up to current code and ADA compliance.

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:

- An overall concept that uses sustainable practices;
- Simplicity of design with an emphasis on economic and timely construction;
- Energy use and conservation;
- Apply sustainable building design concepts;
- Safety of University visitors, students, and personnel;
- Protection of existing facilities throughout construction.

Location

The Sycamore Hall Renovation site is located on the east side of Mary Alexander Road near the intersection of Craver Road, adjacent to Hickory Hall.

EXPECTATIONS OF THE DESIGNER:

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

- Experience in design of building renovations;
- Working with user committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures.

SCOPE OF WORK:

The Sycamore Hall Renovation project will renovate the facilities to better meet the administrative needs on campus and to meet the demand for additional office space.

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 staff update the programming information to include the development and presentation of options for the most economical and cost effective building size, grouping and/or vertical stacking of functions. Program refinement shall include a functional breakdown of all required spaces, with classifications such as offices, storage and support spaces. Meetings with end users and facilities management personnel will be necessary to define square footage needs, functions, traffic patterns, layout and equipment.

The Pre-program refinement deliverable shall include:

- A detailed square footage breakdown of all required spaces. This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessary mechanical equipment, stairs, elevators, etc. This information will require a summation to arrive at a final total of the gross square footage required for the facility.
- Functional and adjacency diagrams (precinct studies) shall be developed showing the relationship of building spaces. This shall be based on the analysis outlined above. Final adjacencies will include both function and economy.
- Descriptive narratives and cost estimates of all spaces including technical, mechanical, electrical, plumbing and telecommunications, as established by the Consultants.
- Descriptive narratives for support spaces including service areas, mechanical, electrical and plumbing spaces, maintenance facilities, and other required spaces not listed above.
- Building demand for basic utility services to the building including water, sewer, power, gas, telecommunications and HVAC systems. The Program shall include utility and other service extensions, such as lighting, and sidewalks, to connect with the existing UNC Charlotte system.
- Concept diagrams and descriptive narratives for student, faculty, visitor and staff entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.
- Concept diagrams and descriptive narratives of vehicular access to accommodate adjacent building deliveries, emergency access, maintenance and waste disposal services.
- An evaluation of site requirements for parking, lighting, security and required connections to both current and future Building needs.
- Site development costs for drainage, roads, parking, walks, irrigation, signage, utilities, etc.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget and schedule requirements.

The Designer shall develop a final Program and Advance Planning Document that meets University's needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 305).

Upon successful completion of the Advance Planning phase, university staff may solicit complete and comprehensive design services for the project from the designer and their sub-consultants. Refer to State Construction Office Chapter 300, Project Design Phases.

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 SCO approval to bid the Construction Documents for this project by February 2017 in accordance with the planned construction completion in July 2018.

BUDGET:

The total budget for this project is \$3,900,000 which must provide for design support services, design fees, furnishings, landscaping, construction and commissioning of the elements described above, and any off-site utility infrastructure improvements.

An updated OC-25, which will be submitted by the University, will be based on the Designer's cost estimate prepared in the Schematic Phase.

Additional information

The University's Design Manual and Campus Master Plan can be viewed 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
March 31, 2016

DESIGN SERVICES

UNC CHARLOTTE

SYCAMORE HALL RENOVATION

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Sub-consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc)

Location (Headquarters & Office Serving this Project)

Sycamore Hall 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 encouraged to submit resumes 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

RCDD

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: _____