

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
Facilities Operations/Parking Services Complex
Advance Planning/Design Services
Code 41526 Item 315**

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, 20 pages when printing double sided – 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. Submittals are due in my office by **2:00 p.m., Thursday, June 23rd, 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 printed 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.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in early July and firms winnowed for interviews will be notified at that time. Interviews will take place on July 27, 2016.

There will be a **mandatory** pre-submittal conference for any interested parties held at **11:00 a.m. on Thursday, June 9th, 2016, in Room 127, McEniry Hall** (Building #20 on the campus map – <http://facilities.uncc.edu/maps>). Visitor parking is available in East Deck 1.

A non-mandatory walk to the existing facilities location will take place immediately following the meeting. The proposed site is open for review at any time.

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
Facilities Operations/Parking Services Complex
Advance Planning/Design Services
Code **41526** Item **315**

I. PROJECT DESCRIPTION:

The project is for the construction of a new complex to house Facilities Operations, Parking and Transportation Services, and Receiving and Stores facilities to include **site development and design of separate or shared facilities** along with material storage sheds, a warehouse, and a covered area.

The design will be consistent with the Guiding Principles of the Campus Master Plan. 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:

- Exterior design consistent with established architectural style of campus, university master plan, and university design manual.
- Site orientation that enhances connections between the complex and Cameron Blvd;
- Consideration for the CATS Blue Line route.
- Evaluation of Poplar Lane for increased traffic
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

Location

The Facilities Operations/Parking Services Complex site is located on and/or adjacent to Lot 25 on the north side of campus.

II. EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact placement and orientation of the complex and how the Campus Master Plan will be affected by the placement of these buildings. During the Advanced Planning Phase the designer will be expected to present schematic sketches which will present options to the University of how the project area will be developed including space allocations with adjacent entities.

Throughout Advance Planning the Designer will present sketches to the University to illustrate multiple options showing how the buildings and complex as a whole will be developed.

Throughout the Advance Planning the Designer will provide three-dimensional perspective views of the building exteriors utilizing CAD/BIM software as the design evolves. The Designer must be willing to conform to the established palette of building materials and site

furnishings for new University facilities at UNC Charlotte.

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 the Construction Manager at Risk construction delivery method and building commissioning;
- Working with multiple user groups and committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Building Information Modeling from design through construction.
- Success in working with multiple design disciplines.
- Multi-building facilities with planning for high traffic load from a high range of vehicle types.
- Management of short design and construction projects via creation of early site packages and strong Construction Administration processes.

III. SCOPE OF WORK:

The Designer will work with representatives from Facilities Operations and Parking Services, Facility Planning, Space Management and Capital Design to develop the preliminary planning documents including building programs, site development options, and project costs for the new Facilities Operations/Parking Services Complex.

Meetings with end users and facilities management personnel will be necessary to define project needs, functions, adjacencies, floor plans and equipment requirements.

Presentations to committees and university leadership to present options, solicit input and present recommendations will be required.

The Advance Planning Phase deliverables shall include:

- A narrative description of the project goals.
- 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 complex.
- 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.

- Demand for basic utility services to the buildings 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 needs.
- Conceptual site development plans showing the placement of the buildings on the site and development of outdoor public and service areas.

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 subconsultants. Refer to State Construction Office Chapter 300, Project Design Phases.

IV. 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).

V. SUBMITTAL REQUIREMENTS

- Provide a brief overview of the teams' understanding of the project.
- Provide the team members' accomplishments and responsibilities on similar projects with a specific focus on team's experience with multi-use service facilities.
- Provide a description of the team's approach to delivering the project including team members' responsibilities.
- **For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).**
- Five (5) bound booklets 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.
 - In Part I, Relevant Projects, please illustrate your team's energy design experience:
 - Describe the measured energy performance of the project you have designed.
 - For how long after the project was completed did you track the energy performance?
 - Did reviewing the building energy use lead to any actions being taken to further optimize its efficiency? If yes, please describe.
 - What energy saving measures were included in the design and how do you think they contributed to its actual performance?
 - Submit booklet in digital format on one (1) DVD, CD, or USB drive in pdf format.
 - 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.**

VI. SCHEDULE:

The designer must be able to complete all requirements of the contract and complete the Advance Planning for this project prior to December 2016.

VII. BUDGET:

The total budget for this project is \$22,800,000 which includes design support services, design fees, furnishings, equipment, landscaping, construction and commissioning of the elements described above, and any off-site utility infrastructure improvements.

The budget authorization for the Advance Planning Phase for this project is approximately **\$2,280,000.**

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
June 23, 2016

ADVANCE PLANNING/DESIGN

UNC CHARLOTTE
Facilities Operations/Parking Services Complex

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Landscape Architecture Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Engineering/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Facilities Operations/Parking Services Complex Design Firm _____
UNC CHARLOTTE 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANDSCAPE ARCHITECT

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

STRUCTURAL 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: _____