UNC Charlotte
Facilities Operations & Parking Services Complex

CM@R Pre-Submittal Conference

July 21, 2016, 10:00 AM

Friday Building, Room 132

Meeting Agenda

PART I - General

- Welcome
- Introductions
- **Questions**: bhkugler@uncc.edu
- **Updates & Addenda:** facilities.uncc.edu/advertisements
- This Power Point will be posted at the above link

PART II - Submittal

- Schedule
- Submittal Format

PART III – Requirements

- Subcontractor Pre-qualification
- HUB Requirements

PART IV - Project

- Budget
- Project Size
- Existing & Proposed Site
- Project Timeline

Submittal

Submittal Schedule

- Proposal Due Date August 2nd at **2:00 PM**
- Shortlisting to be completed on August 15th
- Interviews for selected firms will be in the afternoon of August 30th, 2016
- Pre-Construction Services will begin in early September.

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 incudes 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

- Optional Cover Letter
- Table of Contents
- Qualifications Questionnaire
  - Project Title
  - Proposer Name
  - Profile of Proposer
    - Provide information requested in Items A-G
  - Project Experience
    - List at least 3 but no more than 10 projects of similar size and complexity.
    - Use SF 330 Part I Section F Sub-Sections 20-24 (omit Sub-Section 25) Include a separate Section F from for each project.
    - Provide all information requested under Project Experience Items B-E in Section F Sub-Section 24. Provide at least one project photo in Sub-Section 24 as well.
    - Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.

Submittal Content

- Qualifications Questionnaire (continued)
  - Key Personnel
    - Provide information required in Items A-C
    - 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)
    - For Item D Provide an organizational chart (This will be provided in an attachment at the back of the submittal)
  - Project Planning
    - Provide information required in Items A-B

Submittal Content

- Qualifications Questionnaire (continued)
  - Date, seal and attest Questionnaire
  - Complete Verification Form
  - Provide Attachments in this Order:
    - Copy of State of NC Contractor's License
    - 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!**
    - Letter from Surety Company
    - (Owner references will be in SF 330 and do not need to be attached)
    - Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
    - Resumes (utilizing SF 330 Part I Section E)
    - Organizational Chart

Sub-Contractor Prequalification

- 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 - $22.8M incl. soft costs
- Construction Cost - ~$16M

Project Size

- 32,000 gsf – Facilities Operations
- 23,700 gsf – Receiving & Stores facility & warehouse
- 4,000 gsf – Storage Sheds (x3)
- 6,800 gsf – Metal Canopy
- 7,000 gsf – Parking Services
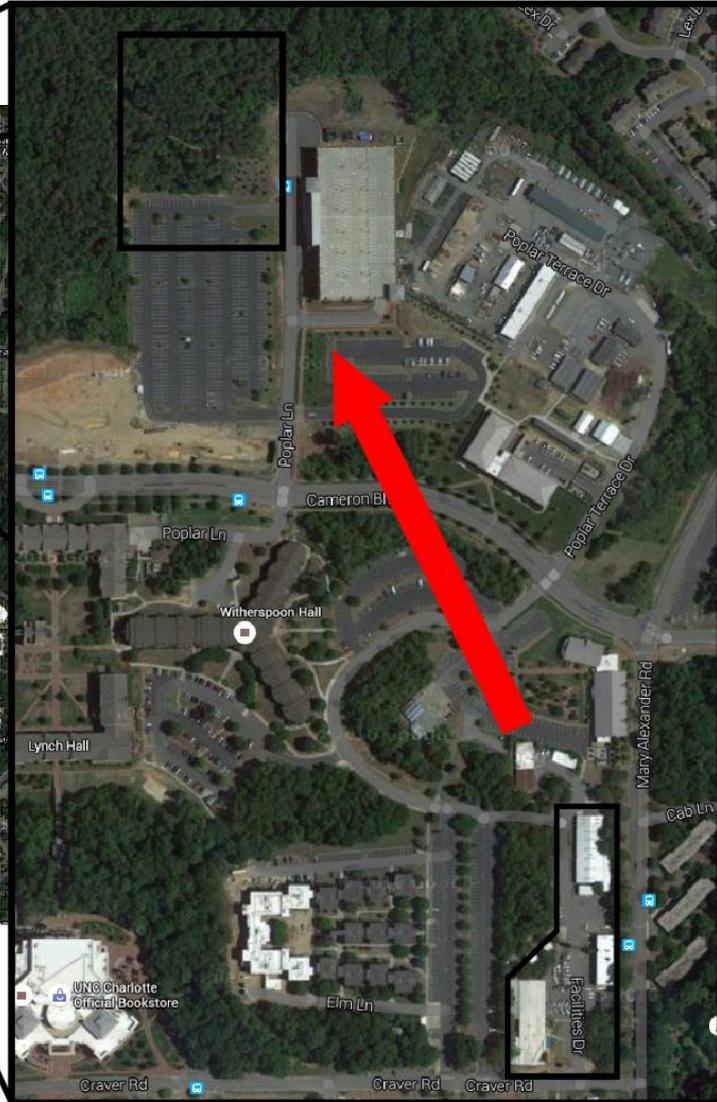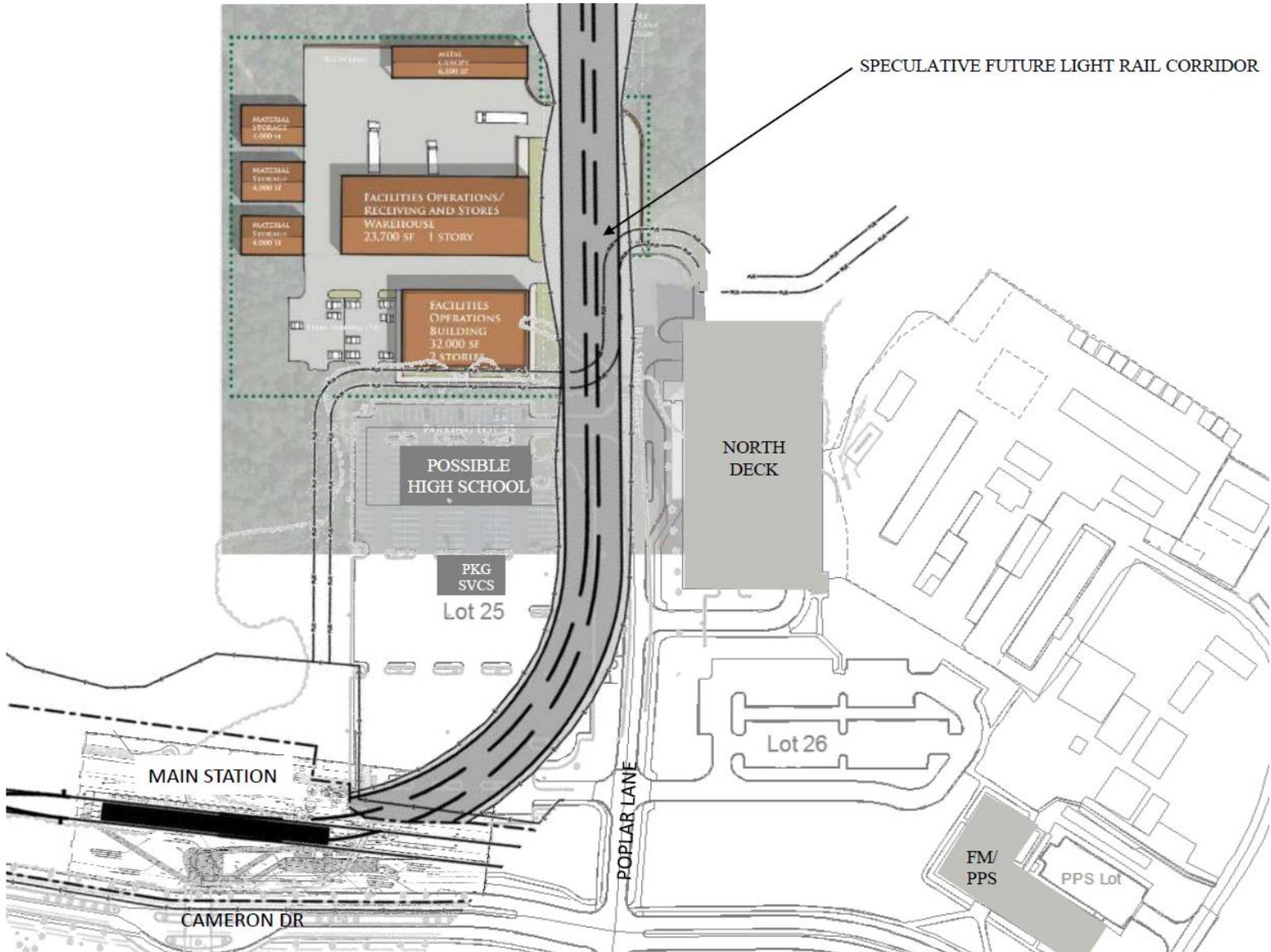- 81,500 gsf – Total
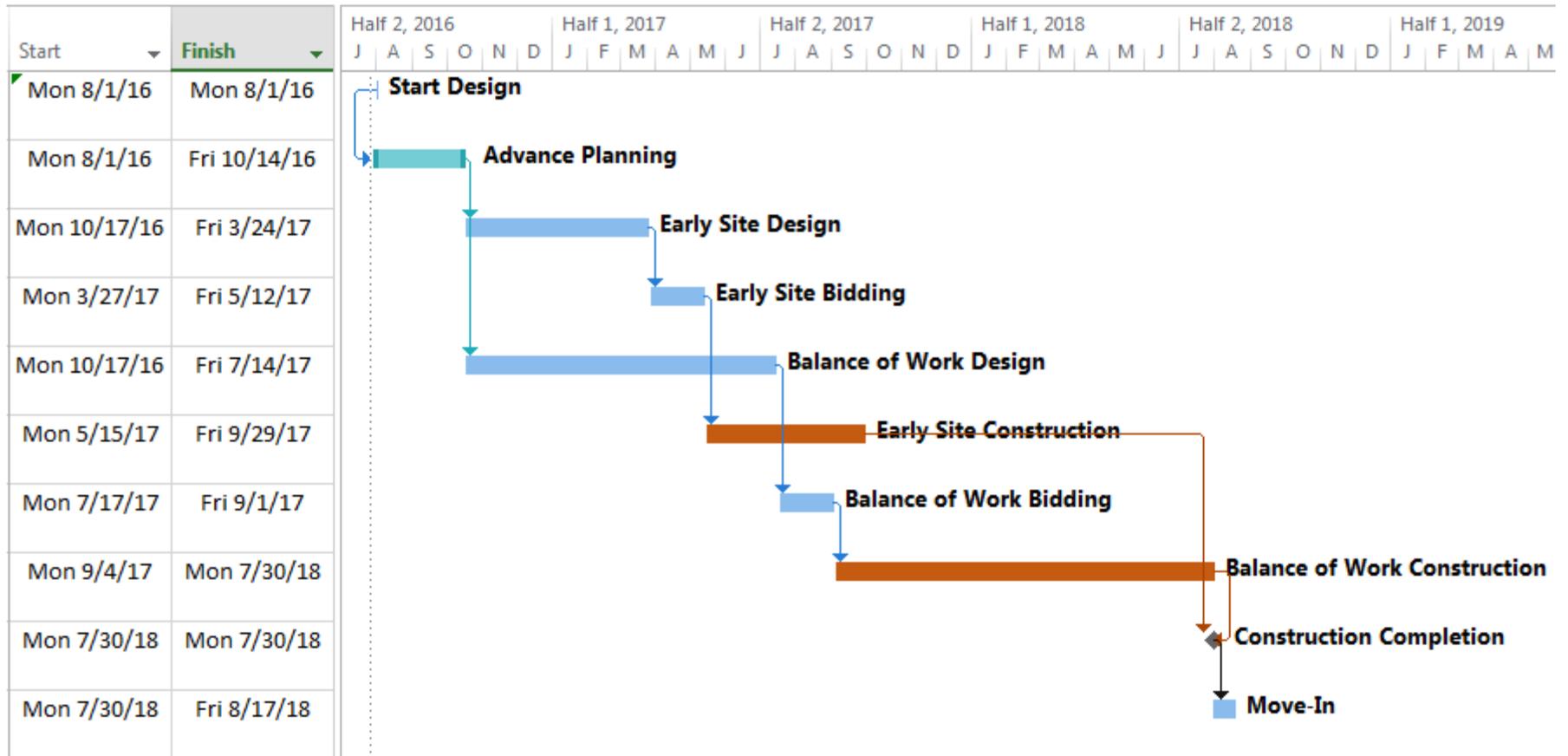
Existing Facilities

Existing Project Site

Proposed Move

Proposed Project Site

Project Timeline

Start	Finish
Mon 8/1/16	Mon 8/1/16
Mon 8/1/16	Fri 10/14/16
Mon 10/17/16	Fri 3/24/17
Mon 3/27/17	Fri 5/12/17
Mon 10/17/16	Fri 7/14/17
Mon 5/15/17	Fri 9/29/17
Mon 7/17/17	Fri 9/1/17
Mon 9/4/17	Mon 7/30/18
Mon 7/30/18	Mon 7/30/18
Mon 7/30/18	Fri 8/17/18

Half 2, 2016 | Half 1, 2017 | Half 2, 2017 | Half 1, 2018 | Half 2, 2018 | Half 1, 2019

Start Design

Advance Planning

Early Site Design

Early Site Bidding

Balance of Work Design

Early Site Construction

Balance of Work Bidding

Balance of Work Construction

Construction Completion

Move-In

QUESTIONS ?