***The University of North Carolina at Charlotte***

Capital Projects

Facilities Management

**HICKORY HALL, ROOM 35B**

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704/687-0615

PROJECT: **UNC Charlotte**

**Reclaimed Water Infrastructure**

 **Advance Planning/Design Services**

**Code 41626 Item 305**

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., **Wednesday, April 12, 2017**. 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 (1 file on a 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.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in **April 2017** and firms winnowed for interviews will be notified at that time.

There will be a non-mandatory pre-proposal meeting for any interested parties held on **Wednesday, March 22, 2017 at 11:00am** in Room #210A of the Cone University Center (building #5 on the campus map). 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.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Reclaimed Water Infrastructure**

Advance Planning/Design Services

Code **41626** Item **305**

**PROJECT DESCRIPTION:**

The project is for the **construction** of **reclaimed water infrastructure** to tie into a Charlotte Water reclaimed water main adjacent to Toby Creek and connect to various campus facilities.

The design will be consistent with the University’s Design & Construction Manual, found at: [http://facilities.uncc.edu/DCManual](http://facilities.uncc.edu/DCManual%20)

Some of the important design elements will be:

* Simplicity of design with an emphasis on economical construction and maintainability;
* Safety of visitors, students, and staff during construction;
* Protection of existing facilities throughout construction.
* Utility routing with a focus on minimal impacts to current and future facility locations.

**Location**

The Reclaimed Water Infrastructure connection point is located in the center of campus, adjacent to Toby Creek. Distribution will be to various points on campus.

**EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact routing of the water lines and how they will integrate with the current campus infrastructure. During the Advanced Planning Phase the designer will be expected to present schematic sketches which will present options to the University of how the pipe layout will be developed.

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;
* Working with multiple user groups and committees;
* North Carolina State Construction Office and Department of Insurance requirements and procedures;
* Success in working with multiple design disciplines.
* Design of water utility infrastructure.
* Retrofit of cooling towers to accommodate both potable and reclaimed water.

**Scope of Work:**

The Reclaimed Water Infrastructure project will provide reclaimed water to UNC Charlotte for use in cooling towers, irrigation, and other non-potable functions.

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 & real estate/land use staff update the pre-programming information to include the development and presentation of options for the most economical and cost effective sizing and routing for current and future demands. Meetings with facilities management personnel will be necessary to define needs, functions, and equipment.

The Pre-program refinement deliverable shall include:

* A detailed breakdown of all proposed piping and fixtures. This description shall be in spreadsheet format and include an associated cost estimate.
* A descriptive narrative of the process for converting the RUP cooling towers for acceptance of both potable and reclaimed water.

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.

**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 complete the Advance Planning for this project prior to **September 1, 2017.**

**BUDGET:**

The total budget for this project is $2,100,000 which must provide for design support services, design fees, furnishings, landscaping, construction and commissioning of the elements described above.

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**

**February 23, 2017**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**

**Reclaimed Water Infrastructure**

**FIRM INFORMATION**

Site/Civil Engineering Firm Location (Headquarters & Office Serving this Project

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Mechanical/Electrical/Plumbing Firm Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc) Location (Headquarters & Office Serving this Project)

**Reclaimed Water Infrastructure** 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**

**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**

Submitted by:

Signature:

Other disciplines to consider: Landscape Architect, Surveyor, Geotechnical Engineer,