***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**

**2018 R&R - Roof Repairs & Replacements**

**Advance Planning, Design & Construction Administration Services**

**Code 41826 Item 320**

Thank you for your interest in the subject project. This information is being provided to all firms that 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., October 17, 2018. Do not transmit any submittal information via email.**

The University is seeking a firm that is capable of designing and providing construction administration for the proposed project described in the attachment. The University desires to contract the selected firm to provide schematic/design development, contract documents, construction administration and inspection.

Submittals are to include the cover sheet, information provided in standard form (SF) 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 on CD or USB (pdf format) to my office at the address noted above.

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 conducted in October 2018 and firms selected for interviews will be notified at that time. Interviews will be held in early November 2018.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to Elizabeth Frere at [efrere@uncc.edu](mailto:efrere@uncc.edu).

Sincerely,

Joyce Clay

**The University of North Carolina at Charlotte**

**2018 R&R - Roof Repairs & Replacements**

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**PROJECT DESCRIPTION & SCOPE OF WORK:**

The proposed project is for the design of roof replacements for the following buildings located on the UNC Charlotte campus; Atkins Library, Storrs and Memorial Hall. All of the roofs have reached the end of their service life and require replacement. The existing roof types may vary and will be verified by the design team during Advanced Planning.

The Designer shall provide AP, SD/DD (combined) for University Review, and CD documents for University & SCO Review. Construction administration and inspection services for the roof replacements will also be required.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

Some of the important design elements will be:

* An overall concept that uses sustainable practices, as appropriate;
* 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 buildings are located in various locations throughout campus. Please refer to the campus map - <https://facilities.uncc.edu/our-services/maps> for building locations.

**EXPECTATIONS OF THE DESIGNER**

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

* Demonstrated experience in design of roof replacement projects, preferably in a higher education setting.
* Demonstrated ability to provide cost-effective design measures for roof replacement projects.
* Demonstrated ability to design and oversee construction of similar type projects.
* Knowledge of North Carolina State Construction Office and Department of Insurance requirements and procedures.
* Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

**DESIGNER SELECTION CRITERIA**

The selection committee will use the following criteria (NCAC 30D.0304) 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.

(1) Specialized or appropriate expertise in this type of roofing project.

(2)  Past performance on similar projects, preferably in a higher education setting.

(3) Adequate staff and proposed design or consultant team for the project.

(4)  Current workload and State projects awarded.

(5) Proposed design approach for the project including design team and consultants.

(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.

**SUBMITTAL REQUIREMENTS**

* Brief overview of the teams understanding of the project. Also provide the team members’ accomplishments and responsibilities on roof replacement projects.
* Provide documentation relative to design teams knowledge, experience, and expertise in all facets of roofing work.
* Provide information about the qualifications of individual(s) who would be responsible for these projects.

1. Five (5) bound booklets no more than **40 pages** containing design consultants’ team with resumes and related work experience. Page limit shall be inclusive of standard forms.
2. Submit booklet in digital format on one (1) CD or USB in pdf format.
3. Designers shall submit the proposal in the Standard Form 330.

**SCHEDULE**

The designer must be able to complete all requirements of the contract and complete the AP, SD/DD and CD submittals for this project prior to March 2019.

**BUDGET**

The estimated budget for this project is $1,300,000, which must provide for design support services, design fees, construction of the elements described above.

**ADDITIONAL INFORMATION**

The University Master Plan and Design and Construction Manual is available at <https://facilities.uncc.edu/our-services/facilities-planning>.

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**

**9/17/2018**

**ADVANCE PLANNING, SCHEMATIC/DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS & CONSTRUCTION ADMINISTRATION**

**UNC CHARLOTTE**

**2018 R&R - Roof Repairs & Replacements**

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Architectural Firm & NC License # Architect of Record

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Structural Engineering Firm (if required) Structural Engineer (if required)

**2018 R&R - Roof Repairs & Replacements**

**UNC CHARLOTTE**

Design Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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. (Note: Provide information on personnel only where applicable.)**

**PRINCIPAL IN CHARGE**

Name

Office name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Provide resume on the SF 330.

**%**

**Past or Current Projects** **Comp.** **Location Responsibility**

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

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License #\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Provide resume on the SF 330.

**%**

**Past or Current Projects** **Comp.** **Location Responsibility**

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# CONSTRUCTION ADMINISTRATOR

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Provide resume on the SF 330.

**%**

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

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**2018 R&R - Roof Repairs & Replacements**

**UNC CHARLOTTE**

**STRUCTURAL ENGINEER (if required)**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Provide resume on the SF 330.

**%**

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

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