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

Planning, Design, & Construction

Facilities Management/Police Building

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704/687-0522

FAX: 704/687-6281

**PROJECT**: **East Village Infrastructure**

**Construction Materials Testing and Special Inspections**

 **Code 41326 Item 307B**

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.

**Submittals are due via email to** **ljclay@uncc.edu** **by 2:00pm on Wednesday, July 8, 2020**. Submittals are to include Sections I and II of Standard Form 330, the UNC Charlotte Consultant’s Supplemental Information Form, along with any additional information considered appropriate. 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.

Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width. The submittal document should be consolidated into a single pdf and pages shall be limited to 50 total including standard forms but not covers.

All submittals will be reviewed by an appointed University Evaluation Committee.

Sincerely,

Brian A. H. Kugler, PE

Project Manager

**UNC Charlotte East Village Infrastructure**

Code 41326 Item 307B

**PROJECT DESCRIPTION:**

This project will realign John Kirk Drive and Cameron Blvd on and adjacent to the UNC Charlotte campus near Highway 49. The scope of work also includes a new signalized intersection at the East Entrance into campus, new landscaped center medians, sidewalks, landscaping, and pedestrian lighting.

**EXPECTATIONS OF THE CONSULTANT**

Members of the Consultant’s Team must be capable of listening, comprehending and responding to University leaders, Architects, Engineers, and Contractors working with the University. The Consultants team must include professionals who can demonstrate high standards of accomplishments and knowledge in the following areas:

1. North Carolina State Construction Office procedures
2. North Carolina and Charlotte Department of Transportation procedures
3. Providing materials testing in a timely fashion and promptly distributing results
4. Laboratory testing of soils and concrete
5. Special Inspections knowledge and SI qualified personnel
6. Ability to issue Final Special Inspections Final Report at project conclusion
7. Engineering and review reporting
8. Knowledge of Chapter 17 building code

**BUDGET**

The current construction budget for the project is approximately $5,200,000.

S**PECIAL INSPECTIONS REQUIREMENTS**

“Special inspections" means detailed inspections of materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with construction documents and referenced standards as per Section 1704 of the NC State Building Code.

Individuals providing inspections shall meet the following minimum criteria of certification and/or documented experience. Work experience must be related to the field for which the inspector is being utilized. Work experience may be gained by working for an inspection/testing agency, an engineering firm, or a contractor as a technician, inspector or engineer.

The construction divisions which require special inspections for this project are as follows:

[ ]  IT-1 Verification of Soils

[ ]  IT-2 Excavation and Fill

[x]  IT-3 Piling and Drilling Piers

[ ]  IT-4 Modular Retaining Walls

[ ]  IT-5 Reinforced Concrete

[ ]  IT-6 Post Tension Slab

[ ]  IT-7 Pre-cast Concrete Erection

[ ]  IT-8 Pre-stressed Concrete

[ ]  IT-9 Inspection of Pre-Cast Fabricators

[ ]  IT-10 Inspection of Structural Steel Fabricators

[ ]  IT-11 Structural Masonry

[ ]  IT-12 Welding

[ ]  IT-13 High Strength Bolts & Steel Framing Insp.

[ ]  IT-14 Sprayed Fire-Resistance Materials

[ ]  IT-15 Exterior Insulation and Finish system

[ ]  IT-16 Seismic Resistance

[ ]  IT-17 Smoke Control

[ ]  IT-18 Detention Basin

[ ]  IT-19 Special Cases (Rammed Aggregate Piers)

**Responsibilities and role of the Special Inspector:**

During Pre-construction Phase

• Provide Owner or Designer an estimated fee to provide special inspections if requested.

• Participate in preconstruction meeting.

During Construction Phase

• The Special Inspector (SI) shall provide all inspections outlined in the scope as defined in the Statement of Special Inspections, except those performed by the SER. The SI may retain the services of other qualified Agents of the Special Inspector (Agents) to conduct particular inspections and tests. The Special Inspector shall provide and distribute all field reports as agreed upon in the preconstruction meeting. Efforts shall be made to avoid duplication of inspections.

• Administer special inspection process. The SI is responsible for managing and coordinating the efforts of the various agents.

• Adhere to reporting requirements outlined in Chapter 8.

• For simple deficiencies discovered, the Special Inspector shall immediately inform the Contractor of the deficiency. The SI makes a record of the deficiency and a record of the corrective actions taken in the Discrepancy Notice.

• For complex deficiencies, the SI immediately informs the Contractor, the remainder of the Design Team, and the Owner of the complex deficiency in the Discrepancy Notice. The SI must be present during the remedial actions with the frequency assigned to the original inspection requirements. Upon completion of any remedial actions, the SI notifies the Designer and the Owner that the work is ready for reevaluation.

• SI shall keep separate his time spent to review corrected deficiencies. Owner’s special inspection costs incurred after identification of the initial deficiency will be reimbursed to the Owner by the Contractor at the conclusion of the project via deductive change order.

• The Special Inspector shall attend monthly meetings during phase of construction special inspections are required.

Special inspection will be required to follow all requirement of Chapter 8 of the State of North Carolina Department of Administration State Construction Office Special Inspections Guidelines.

**CONSTRUCTION MATERIALS TESTING**

The ITL will be responsible for but not limited to performing:

* Soil density testing
* Concrete sampling and testing (curb & gutter, sidewalks)
* Laboratory testing of soils and concrete; engineering and review; and reporting.

During Pre-construction Phase

* Participate in preconstruction meeting.

During Construction Phase

* The ITL provides tests as outlined in the contract specifications.
* The ITL may provide special inspections services as an Agent of the SI, under contract with the SI.
* The ITL may provide special inspection services under contract directly with the Owner or Designer.
* Distribute documentation as agreed upon in preconstruction meeting.

**UNC CHARLOTTE**

**East Village Infrastructure**

**Code 41326 Item 307B**

**Kimley Horn**

**Joey Racer - Designer**

**CONSULTANT’S SUPPLEMENTAL INFORMATION**

**Instructions**: Provide information listed below. 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.**

**PROJECT ENGINEER IN CHARGE**.

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

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

Provide resume.

 **%**

**Most Recent NC Projects** **NC SCO ID# Comp.** **Location Responsibility**

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**ENGNEERING TECHNICIAN** (The person who will be onsite throughout the project).

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

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

Provide resume.

 **%**

**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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**ENGNEERING TECHNICIAN** (The person who will be onsite throughout the project).

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

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

Provide resume.

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**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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**CERTIFIED WELDING INSPECTOR**

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

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

Provide resume.

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**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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**CERTIFIED STRUCTURAL STEEL INSPECTOR**  (The person who will be onsite throughout the project).

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

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

Provide resume.

 **%**

**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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**CERTIFIED ROOFING INSPECTOR**  (The person who will be onsite throughout the project).

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

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

Provide resume.

 **%**

**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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**CERTIFIED SPECIAL INSPECTOR**  (The person who will be onsite throughout the project).

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

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

Provide resume.

 **%**

**Most Recent NC Projects** **NC**  **SCO ID# Comp.** **Location Responsibility**

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