The University of North Carolina at Charlotte
Capital Projects
Facilities Management
9151 S Cameron Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
Atkins AHU 3 Repair
Design Services
Code: 42226 Item 311

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 30 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **March 7th, 2023**. 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 one copy of the submittal, along with **one** electronic copy in pdf format USB 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 **mid-March, 2023** and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above

Sincerely,

LaKeya Hewlin

The University of North Carolina at Charlotte

Atkins AHU 3 Repair

Design Services

Code: 42226 Item 311

PROJECT DESCRIPTION:

Atkins AHU-3 Repair

The project will include the design scope of the following items:

Mechanical System

- Design and specifications for temporary spot type coolers/ rental units to support the existing load requirements
- Design will include removal and disposal of existing coils and piping and any deteriorated drain pan material and subflooring.
- The scope of work will include installing new cooling coils,new stainless steel drain pans, new subflooring and new condensate piping. and new fire-smoke dampers/actuators downstream of the air handler.

Control System

- Design team shall conduct Retro-commissioning to identify system deficiencies.
- Controls design shall include upgrading the existing controls and Tridium JACE network controllers with new BACnet IP/MSTP controllers, replacement of existing pneumatic controls to electric, existing Ahu sensors and control valves and damper actuators.
- Provide new secondary BACnet/MSTP and/or BACnet/IP communications to DDC pan
- Provide a full-scale building control system operating per the owner approved sequence of operation.

Electrical System

- Replace Variable Frequency Drives: SF-1, SF-2, RF-1, RF-2.

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EXPECTATIONS OF THE DESIGNER:

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

- North Carolina State Construction Office and Department of Insurance requirements

and procedures;
- Demonstrated experience with direct-digital control, building control sensors, AHU repairs, and sequence of operations design.
- Success in working with other required disciplines for project design deliverables.

SCOPE OF WORK:

The Designer shall be responsible for, but not limited to, the following items:
- Review all data furnished by the University including existing building documents, reports and records of the existing HVAC and controls.
- Meet with the University Engineering and Maintenance Operations Department to review design requirements and expectations for the project success.
- Prepare SD/DD and CD plans and specifications in accordance with the NC SCO requirements.
- Provide bidding, contracting assistance and construction administration services.

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 the 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: One designer will be selected to furnish design for Atkins AHU-3 Repair

SCHEDULE:

The designer must be able to complete all requirements of the contract and complete the Construction Document submission for this project in **July 2023.**

BUDGET:

The total budget for this project is $1,000,000.00 which must provide for design support services, design fees, Construction Administration, and construction of the project scope described above.

This sheet is to be the cover sheet for the submission. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL
March 7th 2023

DESIGN

UNC CHARLOTTE
Atkins AHU-3 Repair

FIRM INFORMATION

Engineering Firm	Location (Headquarters & Office Serving this Project)
Add others as needed	Location (Headquarters & Office Serving this Project)

Atkins AHU-3 Repair
UNC CHARLOTTE
Code: 42226 Item 311

Design Firm___
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 requested to submit Standard Form 330 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

Submitted by: _____

Signature: _____