***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**

**Atkins Air Handler**

 **Design Services**

**Code 41726 Item 303**

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., **Thursday, April 19, 2018.**

**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 **three** copies of the submittal, along with **one** electronic copy in pdf format (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 conducted in **April** and firms selected for interviews will be notified at that time. Interviews will be scheduled for late April 2018.

Any questions about the project should be directed to the Project Manager for the project, **Elizabeth Frere** at efrere@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Atkins Air Handler**

Design Services

Code **41726** Item **303**

**PROJECT DESCRIPTION:**

The work will include overhaul of the built-up penthouse air handling unit including the installation of variable frequency drives, dehumidification control, pre-heat and economizer controls, re-piping steam humidifiers, and digital controls. Terminal boxes will be replaced and DDC controls added.

The design will be consistent with the University Design & Construction Manual – <http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

* Simplicity of design with an emphasis on economical construction, operation, life cycle costs and maintainability;
* Effective and efficient HVAC and electrical systems;
* Safety of visitors, students, and staff during construction;
* Protection of existing facilities throughout construction.

**Location**

The Campus Infrastructure Renewal(Atkins) site is UNC Charlotte building #4a; reference the campus map – (<http://facilities.uncc.edu/maps>).

**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 mechanical, electrical, and plumbing projects, preferably in a higher education setting;
* Demonstrated ability to provide cost-effective design measures for mechanical, electrical, and plumbing projects;
* Experience with building commissioning;
* Demonstrated ability to coordinate projects that involve multiple constituents;
* Demonstrated ability to design and oversee the construction of similar type projects;
* Knowledge of applicable codes and design parameters;
* Success in working in buildings that occupied during construction.

**Scope of Work:**

The Designer shall provide site investigation and documentation of existing conditions. Combined SD/ DD documents including estimate and schedule shall be provided to the Owner for review and comment. CD documents shall be submitted to State Construction Office for code review and to the Owner with the updated estimates and schedule. Construction Administration services, to include bidding will be the responsibility of the designer.

**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 shall complete all associated investigative work and contract documents by **July 1st, 2018**.

**BUDGET:**

The total budget for this project is **$1,600,000**, which must provide for design support services, design fees, construction, and commissioning.

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**

**April 19, 2018**

**DESIGN SERVICES**

**UNC CHARLOTTE**

**Atkins Air Handler**

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

& NC License #

Architectural Firm & NC License # Location (Headquarters & Office Serving this Project)

**Atkins Air Handler** 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**

**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**

**ELECTRICAL 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**

**PLUMBING 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**

**ARCHITECT**

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**