

The University of North Carolina at Charlotte
Planning, Design and Construction
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615
Building No. 0055 (Building Address: 9151 Cameron Blvd)

PROJECT: **The University of North Carolina at Charlotte
Atkins Cafe Renovation
Design Request for Qualifications**

Thank you for your interest in 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 by **2:00 p.m., Thursday, November 4, 2021**. 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 **two** copies of the submittal, along with **one** electronic copy in pdf format (USB drive attached to a print submittal) to the attention of Joyce Clay 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 evaluation process will be complete in early November and firms selected for interviews will be notified at that time.

Please deliver all submittals at the address written above. Any questions about the project should be directed to the project manager, Amanda Caudle at afelock@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
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I. PROJECT DESCRIPTION:

The project is for the renovation the existing café into a Starbucks Café. The current space is approximately 2,000 gross square feet in the Atkins Library, room G26. The work will include new finishes, lighting, replacement of food service equipment, and upgrades of mechanical, electrical distribution and exhaust systems to accommodate the new layout.

The renovation work is scheduled to begin in May 2022 and be completed by August 5, 2022. We will solicit competitive bids for construction.

All other operations in Atkins will remain open and active during the renovation. Consideration for the contractor's access to the building and space for storing materials and laydown will need to be considered in the design.

The design team will work in consultation with Chartwells, the University's food service provider.

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

Important design elements will be:

- Simplicity of design with an emphasis on economical construction and maintainability
- Efficient HVAC, electrical, and communication systems, including integration with the existing building systems (i.e. fire alarm systems, emergency power, etc.)
- Safety of visitors, students, and staff during construction
- Protection of existing facilities throughout construction, and minimizing impact of construction on existing building occupants and staff offices.

Location

Atkins Library is located in the academic core of campus, (Building 0004 on the campus map - <http://facilities.uncc.edu/maps>). The design team will need to anticipate and plan for the impact and logistics of material delivery and construction in an occupied administrative building in the core of campus.

II. 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
- Local Health Department Standards
- Experience designing food service venues in existing buildings
- Working with multiple University constituents and food service designer.
- Success in working with multiple design disciplines.
- Success in working with buildings which are currently occupied

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III. SCOPE OF WORK:

The programming and schematic design including food service equipment package for the project will be provided to the design team by Starbucks through Chartwells. The selected design team will review the provided schematic design and develop construction documents for full SCO and Health Department Review. The construction document and construction administration phases will comply with the requirements of the UNC System and the Office of State Construction requirements.

The Designer shall coordinate meetings with designated University representatives to review the schematic design well as technical, budget and schedule requirements. Presentations to university leadership will be required. Coordination with Atkins Library staff and Facilities Management is critical to maintain full operation and access to the library.

IV. 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).

V. SUBMITTAL REQUIREMENTS

- Provide a brief overview of the teams' understanding of the project.
- Provide the team members' accomplishments and specific responsibilities with similar projects.
- Two (2) bound booklets no more than **30 pages (15 if printing double sided)** containing

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design consultants' team with resumes and related work experience.
Page limit shall be inclusive of Standard Form 330 Parts I & II.

- Submit booklet in digital format on one (1) USB drive in pdf format.
- Provide information in the following order:
 - A. UNC Charlotte Required Submittal Cover Sheet
 - B. Designer's Supplemental Information Form
 - C. Cover Letter (Optional)
 - D. SF 330 Parts I & II (**List costs for all projects shown on SF 330 Part I in bold print within the project description**).
 - E. **Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.**

VI. SCHEDULE

The designer must be able to complete all requirements of the contract and receive approval to bid this project from all applicable agencies (SCO & Health Department) by February 2022.

VII. BUDGET

The total project budget is \$750,000 which includes design support services, design fees, all associated utility infrastructure and controls integration improvements, construction, and commissioning of the elements described above. The construction budget is \$550,000.

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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
November 4, 2021**

**UNC CHARLOTTE
Atkins Cafe Renovation**

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Sub Consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical/Plumbing Engineering Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

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Atkins Cafe Renovation
UNC CHARLOTTE

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 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROJET MANAGER

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
_____	_____	_____	_____
_____	_____	_____	_____

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STRUCTURAL 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
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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
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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
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PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____

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

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Past or Current Projects	Complete	Location	Responsibility
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Submitted by: _____
Signature: _____