

The University of North Carolina at Charlotte

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, NC 28223

Telephone: 704/687-0615

PROJECT: **UNC Charlotte**
 Baseball Indoor Training Facility & Softball Indoor Training Facility
 Design Services
 Baseball Code 41626 Item 309 / Softball Code 41626 Item 310

Thank you for your interest in the subject project. One firm will be selected for both facilities. 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 40 pages, 20 pages when printing double sided—including standard forms, cover letters, and University issued Submittal Cover Sheets**, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. **Actual page counts will be derived from the electronic pdf submittal.** Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal. Submittals are due in my office by **2:00 p.m., Wednesday, June 28, 2017. 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 **five** 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 complete in **early July**, and firms winnowed for interviews will be notified at that time. Interviews will take place **mid July**.

The proposed sites may be visited for review at any time.

Please deliver all submittals to me at the address provided above. Any questions about the project should be directed to the Project Manager, **Ms. Lisa Lanier** at llanier@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Baseball Indoor Training Facility
Design Services
Code **41626** Item **309**
And
Softball Indoor Training Facility
Design Services
Code **41626** Item **310**

I. PROJECT DESCRIPTION:

The proposed projects are for the new construction of approximately 6,400 square feet for a Baseball Indoor Training Facility, and approximately 5,400 square feet for a Softball Indoor Training Facility. The proposed facilities are to improve and extend practice schedules to remain competitive with other Conference USA peers. The Baseball training facility will be located inside Hayes Stadium. The Softball training facility will be located adjacent to the softball field and athletics field house along first base line. Design will require an assessment of space needs, proposed design utilizing a pre-fabricated building structure, mechanical, electrical, and civil site work. The Baseball project will include three 15' x 80' batting cages, and a warm-up area. The Softball project will include four batting lanes, and a storage area. Designs will include site work.

The design will be consistent with the Guiding Principles of the Campus Master Plan—www.masterplan.uncc.edu and the University Design & Construction Manual—<http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

- Exterior design consistent with established architectural style of campus, university master plan, and university design manual. The design should complement other campus architectural standards;
- Siting that visually enhances views and connections between Hayes Stadium, adjacent softball field, and athletics field house;
- Simplicity of design with an emphasis on economical and timely construction and maintainability;
- Utilizing pre-fabricated building structures in design;
- Effective and efficient HVAC, electrical, and communication systems;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

Location

The proposed Baseball facility site is located inside Hayes Stadium. The proposed Softball facility site is located adjacent to the softball field and athletics field house along 1st base line (near Phillips Road on the campus map—<http://facilities.uncc.edu/maps>). The design team will

need to plan for the disruption of heavily used sites and facilities during construction.

II. SCOPE OF WORK:

The Designer will provide SD/DD, CD's, and Construction Administration services. Members of the design team will identify appropriate design options in response to space needs and siting, and will determine associated civil and infrastructure cost estimates. The Designer will be expected to present schematic sketches that will present options to the University of how the project area will be developed, including space allocations and exterior three-dimensional perspective views utilizing CAD software. The designs should respond to University leaders who will give both general and specific guidance for desired project attributes. The Designer must be willing to conform to the established palette of building materials for new University facilities at UNC Charlotte.

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

- Experience in design of sports facilities similar to this project;
- Experience with the General Contractor/hard-bid construction delivery;
- Working with University and User committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Success in working with multiple design disciplines.

III. 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).

IV. SUBMITTAL REQUIREMENTS

- Provide a brief overview of the teams' understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- Five (5) bound booklets no more than **40 pages (20 if printing double sided)** containing 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) DVD, CD, or 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.**

V. SCHEDULE

The Designer must be able to deliver complete bid documents **prior to November 30, 2017**.

VI. BUDGET

The current budget for the Baseball Indoor Training Facility is **\$850,000**, and the current budget for the Softball Indoor Training Facility is **\$650,000**. Both current budgets must provide for all soft costs, including design fees, surveys, geotechnical services, and construction of the elements described above.

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
June 28, 2017

DESIGN

UNC CHARLOTTE
BASEBALL INDOOR TRAINING FACILITY
AND
SOFTBALL INDOOR TRAINING FACILITY

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical Engineering Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

Career Center
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____

SITE/CIVIL 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

