

The University of North Carolina at Charlotte
Planning Design and Construction
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704/687-0509

PROJECT: **UNC Charlotte**
 Burson Renovation and Expansion
 Code 42126 Item 309
 Advance Planning

Thank you for your interest in the subject project. This information is being provided to all firms that express an interest in the design of the project. Submittals are due by **2:00 p.m. July 6, 2022, Facilities Management and Police and Public Safety Building, # 0055, Room 207 .**
<http://facilities.uncc.edu/maps>

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 drive) attached to a printed submittal) to the address noted above. The 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 completed in July and firms selected for interviews will be notified at that time.

There will be a **mandatory** pre-submittal conference for any interested parties held at **2:00 p.m. on June 16, 2022** in **Burson Building #0038, Room 115.** <http://facilities.uncc.edu/maps>

A non-mandatory tour of the building will take place immediately following the meeting. Visitor parking is available in Union Deck. A printable parking map is available at the following link.
<https://facilities.charlotte.edu/our-services/maps/printable-campus-maps>

Please deliver all submittals to Cheryl Walker at the address written above. Please do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions are to be submitted in writing to the Project Manager, **Cheryl Walker at**
cwalk118@uncc.edu

Sincerely,

Kathryn L. Horne, FAIA
Director, Planning, Design and Construction

The University of North Carolina at Charlotte
Burson Renovation and Expansion
Code 42126 Item 309
Advance Planning

PROJECT DESCRIPTION

The project will provide Advance Planning for the comprehensive renovation and expansion of the Burson Building. The project will include project-based engineering labs, active learning classrooms, collaboration space and specialized data visualization and simulation labs to support growing engineering and computing programs. Computational research space, academic and administrative office space will be included in the building. Mechanical, electrical, plumbing and fire-protection systems will be upgraded. The project will address building code and ADA deficiencies. The College of Engineering and the College of Computing and Informatics will be the primary departments located in the building.

PROJECT LOCATION

The 105,170 square foot Burson building, constructed in 1985, is located at 9006 Craver Road, Charlotte, NC 28223. Building #0038. <http://facilities.uncc.edu/maps>

SCOPE OF WORK

The Designer will work with UNC Charlotte Planning Design and Construction, a steering committee that includes user representatives, and campus stakeholders to define project needs, functions, adjacencies, program of spaces, narrative descriptions of building systems, preliminary site plan, floor plans, building elevations, equipment requirements and project costs. Presentations to committees and university leadership to present options, solicit input and present recommendations will be required. Advance Planning documents will be submitted to the Office of State Construction for approval.

Upon successful completion of the Advance Planning phase, the University may solicit complete design services for the project from the designer and their subconsultants.

EXPECTATIONS OF THE DESIGNER

The design team should include professionals who demonstrate experience and knowledge in the following areas:

- Experience programming, planning and designing academic instruction and engineering facilities for higher education.
- Experience designing visualization and experiential lab facilities for higher education.
- Experience with active learning environments for higher education.
- Demonstrated ability to provide cost-effective design.
- Experience incorporating sustainable strategies in building and site design.
- Demonstrated ability to coordinate projects that involve multiple stakeholders.

- Successful experience in providing cost effective solutions for projects of this scope.
- Experience with North Carolina State Construction Office and Department of Insurance requirements and procedure.
- UNC Charlotte encourages inclusion of HUB/SBE firms and vendors.

DESIGNER SELECTION CRITERIA

As detailed in the North Carolina Administrative Code (01 NCAC 30D.0303), the University's Designer Selection Committee will evaluate submittals and make a recommendation using the following criteria:

1. Specialized or appropriate expertise in the programming and design of renovation and additions on a constrained site with possible phasing.
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.

SUBMITTAL REQUIREMENTS

1. Provide a brief overview of the team's understanding of the project.
2. Provide the team members' accomplishments and responsibilities on similar projects with a specific focus on team's experience with engineering/computing instructional and research for higher education.
3. Provide a description of the team's approach to delivering the project including individual team members' responsibilities.
4. For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).
5. One (1) bound booklet no greater than 12½ inches in height and 9½ inches in width, maximum 50 pages, (25 pages when printed double sided) – including Standard Form 330 Parts I & II, cover letters, and University issued Submittal Cover Sheets, and excluding the cover, tabs, separators, clear covers, blank pages, or backs.
6. Submit electronic file on USB drive in pdf format.
7. 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 square foot costs for all projects shown on SF 330 Part I within the project description).
 - E. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

BUDGET

The total project budget for this project is \$55,900,000 which includes all costs associated with the project such as design fees, furnishings, equipment, landscaping, construction and commissioning of the elements described above and any off-site utility infrastructure improvements.

This sheet is to be **UNC Charlotte's Required Submittal Cover Sheet**. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL

July 6, 2022

ADVANCE PLANNING

UNC CHARLOTTE

Burson Renovation and Expansion

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

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)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Other Consultant

Location (Headquarters & Office Serving this Project)

Burson Renovation and Expansion
 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 SF 330 resumes for all personnel who will work on the project.

List recent relevant projects including any relevant North Carolina state-owned projects.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SITE/CIVIL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____

