***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**

**CRI Entrance Improvements**

 **Design Services**

**Code 41526 Item 310**

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 40 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Thursday, July 7, 2016**. 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 **July** and firms winnowed for interviews will be notified at that time.

There will be a mandatory pre-proposal meeting for any interested parties held on **~~Thursday~~, Tuesday, June 21st at 10:00am** in Room 111 in the Cone University Center (#5 on the campus map - <http://facilities.uncc.edu/maps>). A site visit will be given after the pre-proposal meeting. Visitor parking is available in **Cone Deck 1 & 2.**

Please deliver all submittals to me at the address written above. 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

**CRI Entrance Improvements**

Design Services

Code **41526** Item **308**

**PROJECT DESCRIPTION:**

The Charlotte Research Institute (CRI) entrance to campus along N. Tryon St. (Hwy. 29). The improvements include site grading, landscaping, seat walls, utilities, and hardscapes that will be coordinated with the new CATS Blue Line Extension (BLE) road widening that is happening along the N. Tryon St. streetscape. Construction completion is intended to coincide with CATS’ completion of work in the fall of 2017.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The Campus Master Plan is available at <http://masterplan.uncc.edu/> the University’s Design & Construction Manual is located at <http://facilities.uncc.edu/DCManual>.

Additional information will be provided to the selected design team, including:

* Design Feasibility Study
* Campus Design Manual
* Conceptual design exhibits

**Location**

UNC Charlotte’s Charlotte Research Institute (CRI) entrance is the main access to campus off N. Tryon Street. The entrance is the northern terminus of a grand axis between the intersection of N. Tryon Street and Institute Circle, leading down to the Jerry Richardson Stadium and Rose Football Center, and beyond to main campus; 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:

* Landscape, hardscape, and site design
* Foster cost-effective design measures
* Experience with multimodal transportation planning
* Coordinating projects that involve multiple constituents
* Design and oversee the construction of similar type projects
* Knowledge of applicable codes and design parameters
* Experience with entrance monument design

**Scope of Work:**

The new entrance should be a gateway for UNC Charlotte with a strong presence on N. Tryon St. that is easily identifiable. The improvements also include Institute Circle enhancements and walkway connections to the existing path network. The entrance serves as the face of the University for the exciting and dynamic new piece of public infrastructure. Cohesive incorporation of a grand entrance monument, major grade changes, and various site features will require a thoughtful and timeless design approach. The project is located on a high-profile edge of campus that will be viewed from all directions and create an identity for the University.

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 must be able to execute all requirements of the contract and complete all Design approvals and contract documents prior to **Spring 2017** in accordance with the planned construction timeline from **May 2017 - December 2017**.

**BUDGET:**

The total budget for this project is **$1,500,000** which must provide for design support services, design fees, landscaping, 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**

**July 7, 2016**

**DESIGN**

**UNC CHARLOTTE**

**CRI Entrance Improvements**

**FIRM INFORMATION**

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

Site/Civil Engineering Firm Location (Headquarters & Office Serving this Project

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Electrical Engineering Firm Location (Headquarters & Office Serving this Project)

**CRI Entrance Improvements** 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**

**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**

**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**

**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**

Submitted by:

Signature: