***The University of North Carolina at Charlotte***

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-0515

**PROJECT**: **UNC Charlotte**

**Cameron Second Floor Renovation**

**Code 41826 Item 306**

**Advanced Planning**

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 50 pages – 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. July 9, 2019.**

**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 printed 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 pdf file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in late July 2019 and firms selected for interviews will be notified at that time. Interviews will be held in mid-August 2019.

There will be a **mandatory** pre-submittal conference for any interested parties held **at 1:00 p.m. on June 12th, 2019 in Cameron Applied Research Center Room 101**. A non-mandatory walk-through of Cameron 2nd Floor will take place after the meeting. Visitor parking is available in the **Cone Deck**.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to Jeanine Bachtel @ [jbachtel@uncc.edu](mailto:jbachtel@uncc.edu) .

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Cameron Second Floor Renovations**

Code **41826** Item **306**

**Advance Planning/Design Services**

**PROJECT DESCRIPTION**

The project will provide Advance Planning for Cameron second floor renovations which is approximately 40,000 GSF. The second floor of Cameron will be renovated to provide space for chemistry research labs currently located in Burson. The project will include upgrading the existing infrastructure on Cameron second floor to support wet-bench research labs as well as chemistry departmental and faculty offices. The renovation will also bring the building in compliance with current building code to include life-safety, ADA and other code deficiencies.

Note: A feasibility/programming study has been completed to preliminarily develop some concepts for the proposed renovation project. The preliminary program/study was to evaluate the space to accommodate chemistry researchers and associated labs from Burson Hall that are not going to be relocated to the new science building.

**EXPECTATIONS OF THE DESIGNER**

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

* Experience in programming, planning and design of Academic Science facilities for higher education
* Experience designing chemistry research lab facilities for higher education.
* Demonstrated ability to provide cost-effective design
* Successful experience in providing cost effective information technology, mechanical, electrical, and plumbing systems for projects of this scope.
* North Carolina State Construction Office and Department of Insurance requirements and procedures.
* The proposed project design team members must demonstrate all above listed experience on their individual resumes. Sample projects must be recent and the proposed design team members must have performed key roles in the design of sample projects.

**UNC Charlotte reserves the option to retain the Advance Planning Designer for full design services to include Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Project Closeout.**

**SCOPE OF WORK**

The Designer shall provide Advance Planning documents and if selected to continue, will also provide SD, DD & CD documents and construction administration for Cameron second floor renovations.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

**SCHEDULE**

The designer shall be available to start Advance Planning for Cameron Second Floor Renovation in August 2019. Design and construction is scheduled to be completed in fall of 2021.

**BUDGET**

The total budget for this project is $19.1Millon, which must provide for design, construction, furnishings, information technology and project support for the renovations on Cameron second floor, and exterior utility infrastructure required to support the project.  Currently, $191,000 has been authorized for Advanced Planning.

**Additional information:**

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

**DESIGNER SELECTION CRITERIA**

The selection committee will use the following criteria (NCAC 30A. 0406) to review submittals from design firms. These criteria are used to assess qualifications of design teams and to select a minimum of three firms to be interviewed for selection as the designer of record.

**Submittals must clearly provide information for each category below utilizing the numbering system and categories for the submittal subtitles.**

(1) Specialized or appropriate expertise in this type of renovation project.

(2)  Past performance on similar projects, preferably chemistry research labs.

(3) Adequate staff and proposed design or consultant team for the project.

(4)  Current workload and State projects awarded.

(5) Proposed design approach for the project including design team and consultants.

(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**

* Provide a brief overview of the teams’ understanding of the project. Also, provide the team members’ accomplishments and responsibilities from similar projects.
* Identify the specific roles and responsibilities of each team member.
* Five (5) bound booklets no more than **50 pages (25 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:
  1. UNC Charlotte Required Submittal Cover Sheet
  2. Designer’s Supplemental Information Form
  3. Cover Letter (Optional)
  4. SF 330 Parts I & II **(List square foot costs for all projects shown on SF 330 Part I in bold print within the project description)**.
  5. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

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 9, 2019**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**

**Cameron Second Floor Renovations**

**FIRM INFORMATION**

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

Lab Consultant Location (Headquarters & Office Serving this Project)

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

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

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

RCDD Firm Location (Headquarters & Office Serving this Project)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Civil Engineering Firm & NC License # Location (Headquarters & Office Serving this Project)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Estimating Consultant Location (Headquarters & Office Serving this Project)

**Cameron Second Floor Renovations**

**UNC CHARLOTTE**

Design Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESIGNER’S SUPPLEMENTAL INFORMATION TO BE AT FRONT OF SUBMITTAL**

**Instructions**: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Make additional sheets for secondary choices if the firm has several employees who may fulfill one responsibility. In addition to this form, design firms are encouraged to submit resumes for all personnel who will work on the project. This information is important to the University and should accompany submittals. This form should be attached to your cover letter or located in the front of your submittal. **Do not alter the format of this form. (Note: Provide information on personnel only where applicable.)**

**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**

**Lab Planner/Designer**

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**

**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**

**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**

**RCDD**

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**

**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**

Submitted by:

Signature: