

*The University of North Carolina at Charlotte*  
Planning, Design, and Construction  
Facilities Management 2<sup>nd</sup> Floor  
9201 University City Blvd.  
Charlotte, N.C. 28223-0001  
TEL: 704-678-7217

**PROJECT: UNC Charlotte  
Cameron Roof and Window Replacement  
Design and Construction Administrative Services  
Code 42226 Item 307**

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, 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 by 2:00pm, Thursday, February 9, 2023.**

**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 at the address noted above. 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 mid/late February 2023 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to Jeanine Bachtel [jbachtel@uncc.edu](mailto:jbachtel@uncc.edu) . Please do not contact other UNC Charlotte staff.

Sincerely,

Kathryn L. Horne, FAIA  
Director of Planning, Design, & Construction

**Cameron Roof and Window Replacement**  
Design Services and Construction Administrative Services  
Code **42226** Item **307**

**I. PROJECT DESCRIPTION**

The proposed project is for the design and construction of a roof and window replacement for Cameron located on the UNC Charlotte campus. The proposed roof and window replacements are to improve energy efficiency and reduce operation costs.

The 2<sup>nd</sup> and 3<sup>rd</sup> story roofs are proposed for replacement and are currently ballasted EPDM roofs and approximately 35,000 SF in size total.

The existing fixed aluminum windows and curtain wall system need replacement and consist of approximately 4,000 of glazing.

**EXPECTATIONS OF THE DESIGNER**

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

- Demonstrated experience in design and construction of roofing and window replacement projects, preferably in a higher education setting
- Demonstrated ability to provide cost-effective design measures for roof and window replacement projects.
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures
- Working with multiple user groups, committees, and University customers
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

**II. SCOPE OF WORK:**

The Designer will do preliminary roof testing (infrared & cores) to determine the overall existing condition of the roof and make recommendation for replacement with associated costs. The Designer will also evaluate the existing fixed window and curtain wall systems, provide destructive testing to better evaluate conditions and make recommendations for replacements with associated costs.

Once full scope of work is decided by the University, the Designer shall provide combined SD/DD & CD documents and estimated construction costs for University and SCO review and approval. Designer shall also provide Bidding facilitation, contracts, construction administration, and inspection services for the roof and window installation.

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

The Designer shall submit all necessary documents as required for North Carolina State Construction Office (SCO) review.

Some of the important design elements will be:

- Economical design including evaluation of first and life-cycle costs

- Evaluation of existing conditions and recommendations for repairs with attention to technical details and specifications
- Safety of University visitors, students, and personnel
- Protection of existing facilities throughout construction

### **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 and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology for the project.
- 6) Recent experience with project costs and schedules.
- 7) Construction administration capabilities.
- 8) Proximity to and familiarity with the area where the project is located.
- 9) Record of successfully completed projects without major legal or technical problems.
- 10) HUB participation on the design team and/or consultants
- 11) Other factors that may be appropriate for the project

### **IV. SCHEDULE**

The design of the project will begin immediately after a contract is executed (April 2023). It is anticipated that CD Documents be completed and approved by the University and SCO for bidding in December 2023. Construction timeline will be coordinated with other University projects being completed in Cameron.

### **V. BUDGET**

The total project budget is \$2,500,000, which includes design fees, soft costs and all associated construction costs.

*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**

**February 9, 2023**

**DESIGN SERVICES AND CONSTRUCTION  
ADMINISTRATION  
UNC CHARLOTTE  
Cameron Roof and Window Replacement**

---

**FIRM INFORMATION**

---

Architectural/Engineering Firm & NC License #  
Serving this Project)

---

Location (Headquarters & Office

**Cameron Roof and Window Replacement  
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. 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.

**PRINCIPAL IN CHARGE**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DESIGN LEADER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONSTRUCTION ADMINISTRATOR**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

<b>Past or Current Projects</b>	<b>% Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_