***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**

**Campus Circulation Improvements**

 **Advance Planning/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, March 31, 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 **April** 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, March 17th 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

**Campus Circulation Improvements**

Advance Planning/Design Services

Code **41526** Item **310**

**PROJECT DESCRIPTION:**

To design site and circulation improvements required by the CATS Blue Line Extension stations that provide direct access to UNC Charlotte; the JW Clay Station and the UNC Charlotte Main Station. This project will provide site improvements to accommodate the station impacts on multimodal traffic volumes and connections to existing campus circulation. The work is also intended to properly orient and guide passengers to routes between the stations and campus and may extend beyond the immediate surrounds of each CATS installation. Construction completion is intended to coincide with CATS’ completion of work in the summer 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:

* CATS construction documents of both areas.
* Campus Design Manual.
* Multimodal circulation information derived from a recent study.
* Ridership estimates.

**Location**

The UNC Charlotte Main Station (“Main”) is the terminus of the CATS Blue Line Extension, located between Lot 25 and Cameron Boulevard. The JW Clay Station connector is located adjacent to the UNC Charlotte’s Charlotte Research Institute (CRI), between JW Clay Boulevard and Institute Circle; 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:

* Demonstrated experience in landscape and hardscape design;
* Demonstrated ability to provide cost-effective design measures for projects;
* Experience with multimodal transportation planning;
* Demonstrated ability to coordinate projects that involve multiple constituents;
* Demonstrated ability to design and oversee the construction of similar type projects;
* Knowledge of applicable codes and design parameters;

**Scope of Work:**

The Campus Circulation Improvements project will provide access and connections for student at UNC Charlotte.

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.

1. **Main Station**
	* + Improvements of existing and potential construction of new ADA accessible walkways leading to the station; widening as required for the numbers of riders associated with the given circulation study information.
		+ Method to direct pedestrian and bike traffic in multiple directions once they have crossed Cameron Boulevard on the approach to Wallis Hall (to minimize traffic through residential areas during off-peak-commuting hours and maximize use of main streets).
		+ Any required changes to the existing crosswalk on Cameron Boulevard from the station to Wallis Hall, including a pedestrian crossing light and pedestrian refuge.
		+ Consideration of Campus amenities along the walkways; including, but not limited to, path lighting, crosswalk markings, rental bike rack location(s), smoking areas, benches, trash and recycling containers, and emergency phones as required.
		+ Storm Water collection and treatment as required to mitigate runoff impact from construction improvements.
		+ Wayfinding system and requisite signage along the routes.
		+ Improvements of existing and potential construction of new vehicle drop-off and pull-off sites for the train station and Wallis Hall, to accommodate privately owned vehicles, campus shuttles, taxis, and the potential for a short term “cell phone” lot for vehicles meeting passengers.
2. **JW Clay Station Connection**
	* + Improvements to existing and construction of potential new ADA accessible walkways leading to the CATS pavilion at the base of the CATS tower on the Charlotte Research Institute side of N. Tryon Street.
		+ Storm Water collection and treatment as required to mitigate runoff impact from construction improvements.
		+ A crosswalk (if required) across John Kirk Road from the station, potentially including a pedestrian crossing light.
		+ Consideration of Campus amenities along the walkway(s); including, but not limited to, pedestrian crossing lights, path lighting, crosswalk markings, rental bike rack location(s), smoking areas, benches, trash and recycling containers, and emergency phones as required.
		+ Wayfinding system and requisite signage along the routes.
		+ Drop off points/ pull-offs for vehicles meeting passengers.

**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 the Advance Planning for this project by mid-June 2016 and complete all Design approvals and contract documents prior to **November 15th, 2016** in accordance with the planned construction timeline from **December 2016 - July 2017**.

**BUDGET:**

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

**December 10, 2015**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**

**Campus Circulation 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)

**Campus Circulation 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: