

UNIVERSITY CAREER CENTER

The University of North Carolina at Charlotte

PRE-PROPOSAL CONFERENCE | 03.30.2017



M E E T I N G A G E N D A



PART I: GENERAL

PART II: SUBMITTAL

PART III: PROJECT OVERVIEW

PART IV: QUESTIONS

PRE-PROPOSAL CONFERENCE | 03.30.2017

GENERAL

- WELCOME
- INTRODUCTIONS
- QUESTIONS:

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EMAIL: LLANIER@UNCC.EDU

- UPDATES:
FACILITIES.UNCC.EDU/ADVERTISEMENTS
- HUB & SMALL BUSINESS ENTERPRISE ARE NOT CONSIDERATIONS FOR DESIGNER SELECTION



SUBMITTAL

- SCHEDULE
- FORMAT
- ORGANIZATION
- SELECTION CRITERIA



S U B M I T T A L

SCHEDULE

- PROPOSAL DUE DATE: APRIL 11TH AT **2:00 PM**
- SHORTLISTING TO BE COMPLETE BY EARLY MAY
- INTERVIEWS WITH SELECTED FIRMS WILL BE HELD IN LATE MAY
- PROJECTED NOTICE TO PROCEED DATE EARLY JUNE
- COMPLETE ADVANCE PLANNING BY NOVEMBER 30, 2017
- NOTE: THIS IS AN ADVANCE PLANNING SUBMITTAL WITH OPTION TO RETAIN FIRM FOR FULL DESIGN SERVICES



S U B M I T T A L

FORMAT

- NO LARGER THAN 12 ½" HEIGHT X 9 ½" WIDTH
- PROVIDE FIVE (5) PRINTED COPIES & ONE (1) DIGITAL COPY
- 40 PAGE LIMIT (OR 20 DOUBLE-SIDED PAGES)
- PAGE LIMIT INCLUDES ALL PRINTED PAGES (BUT NOT COVERS, TABS, CLEAR COVERS, BLANK PAGES, CARDSTOCK BACKS, ETC.)
- PAGE COUNT IS DERIVED FROM DIGITAL COPY, SO PLEASE OMIT ALL BLANK PAGES FROM THE DIGITAL VERSION



S U B M I T T A L

ORGANIZATION

PROVIDE INFORMATION IN THE FOLLOWING ORDER:

- REQUIRED SUBMITTAL COVER SHEET
- DESIGNER'S SUPPLEMENTAL INFORMATION FORM (OR DESIGNER'S STAFFING INFORMATION FORM)
- COVER LETTER (OPTIONAL)
- SF330 PART I & II (MAKE SURE TO FULLY COMPLETE AND SUBMIT BOTH PARTS)

NOTE: PLEASE USE BOLD FONT FOR ALL PROJECT COSTS

- SUPPLEMENTAL INFORMATION ORGANIZED INTO (10) CATEGORIES WITH SUBHEADINGS MATCHING THE FOLLOWING (10) DESIGNER SELECTION CRITERIA:



S U B M I T T A L

SELECTION CRITERIA

- 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 PROJECT.
 - (2) PAST PERFORMANCE ON SIMILAR PROJECTS.
 - (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.



PROJECT OVERVIEW

- BUDGET
- INTENT
- GENERAL INFORMATION
- KEY CHALLENGES



P R O J E C T O V E R V I E W

BUDGET

- CURRENT BUDGET AUTHORIZATION: \$2M

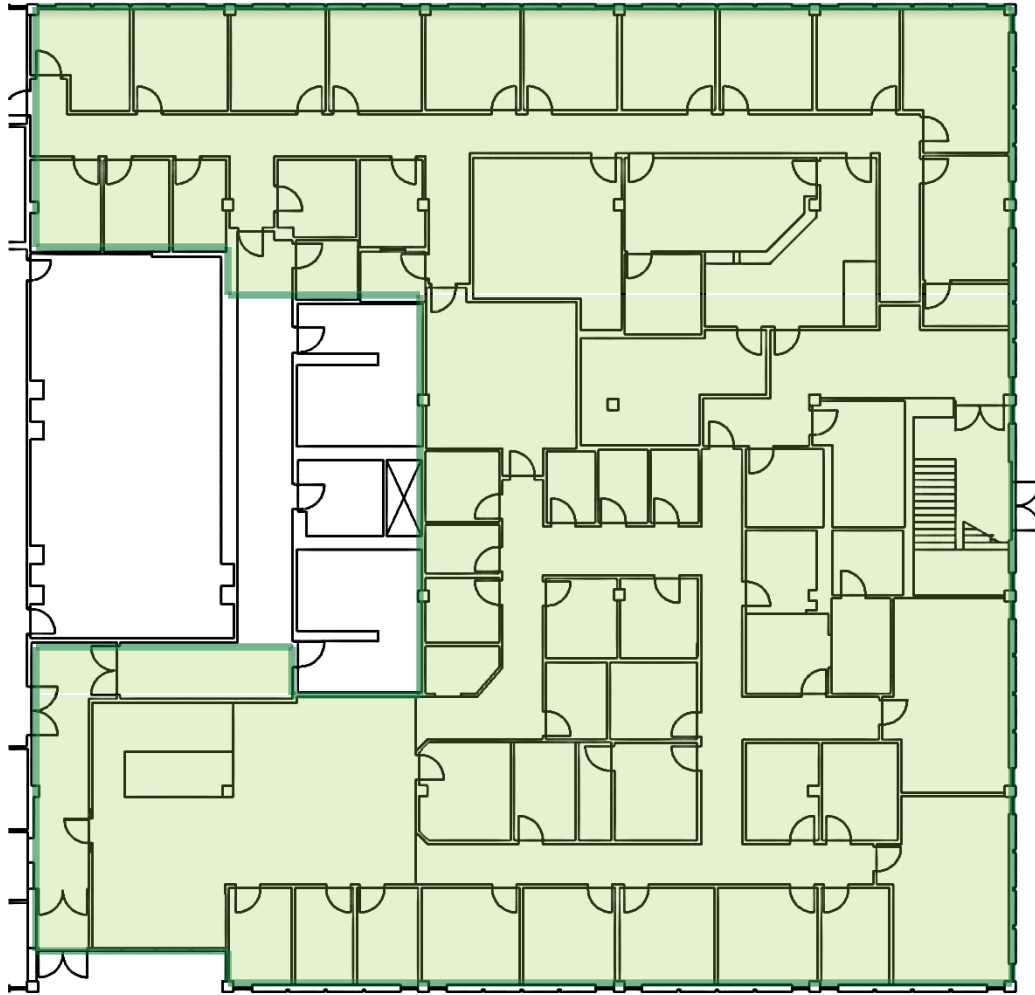
INTENT

- ADVANCE PLANNING WILL PROVIDE A PRELIMINARY ASSESSMENT OF SPACE NEEDS FOR CAREER SERVICES, AN OVERALL PROPOSED CONCEPTUAL PLAN, EVALUATION OF INFRASTRUCTURE NEEDS, AND ASSOCIATED PROJECT COST ESTIMATES.



PROJECT OVERVIEW

GENERAL INFORMATION



SCOPE OF WORK TO INCLUDE:

- OVERALL PROPOSED CONCEPTUAL PLAN, INCLUDING RENOVATIONS TO MAIN LOBBY AND RECEPTION AREA, OFFICES, CONFERENCE ROOM, COLLABORATIVE MEETING SPACES, EMPLOYER INTERVIEW ROOMS, BREAK ROOM, AND SUPPORT AREAS (11,200 SQ. FT. TOTAL)
- PLAN REVISIONS TO LIFE SAFETY AS REQUIRED
- PROPOSED HVAC, FIRE ALARM, ITS, PLUMBING, ELECTRICAL WORK
- PROPOSED PLAN ASSOCIATED COSTS

UNIVERSITY CAREER CENTER – EXISTING FLOOR PLAN



UNC CHARLOTTE

PROJECT OVERVIEW

GENERAL INFORMATION



SCOPE OF WORK TO INCLUDE:

- CONSIDERATION OF A NEW ENTRANCE AND ITS RELATIONSHIP TO CAMPUS FOOT TRAFFIC
- CONSIDERATION TO EXISTING BUILDING ENVELOPE RENOVATIONS
- PROPOSED ELEVATIONS AND ASSOCIATED COSTS

UNIVERSITY CAREER CENTER – EXISTING SOUTH ELEVATION

PROJECT OVERVIEW

GENERAL INFORMATION



BELK PLAZA— ADJACENCY CONSIDERATIONS:

- ENTRANCE ORIENTATION TO MAXIMIZE VIEW AND ESTABLISH CONNECTION WITH CENTRAL CAMPUS AND ADJACENT BELK PLAZA
- PROPOSED SITE RENOVATION COSTS, SUCH AS WALKS, SIGNAGE, AND UTILITIES
- DESIGN INTEGRITY OF BELK PLAZA MASTER PLAN MUST BE MAINTAINED

RELATIONSHIP TO BELK PLAZA MASTER PLAN

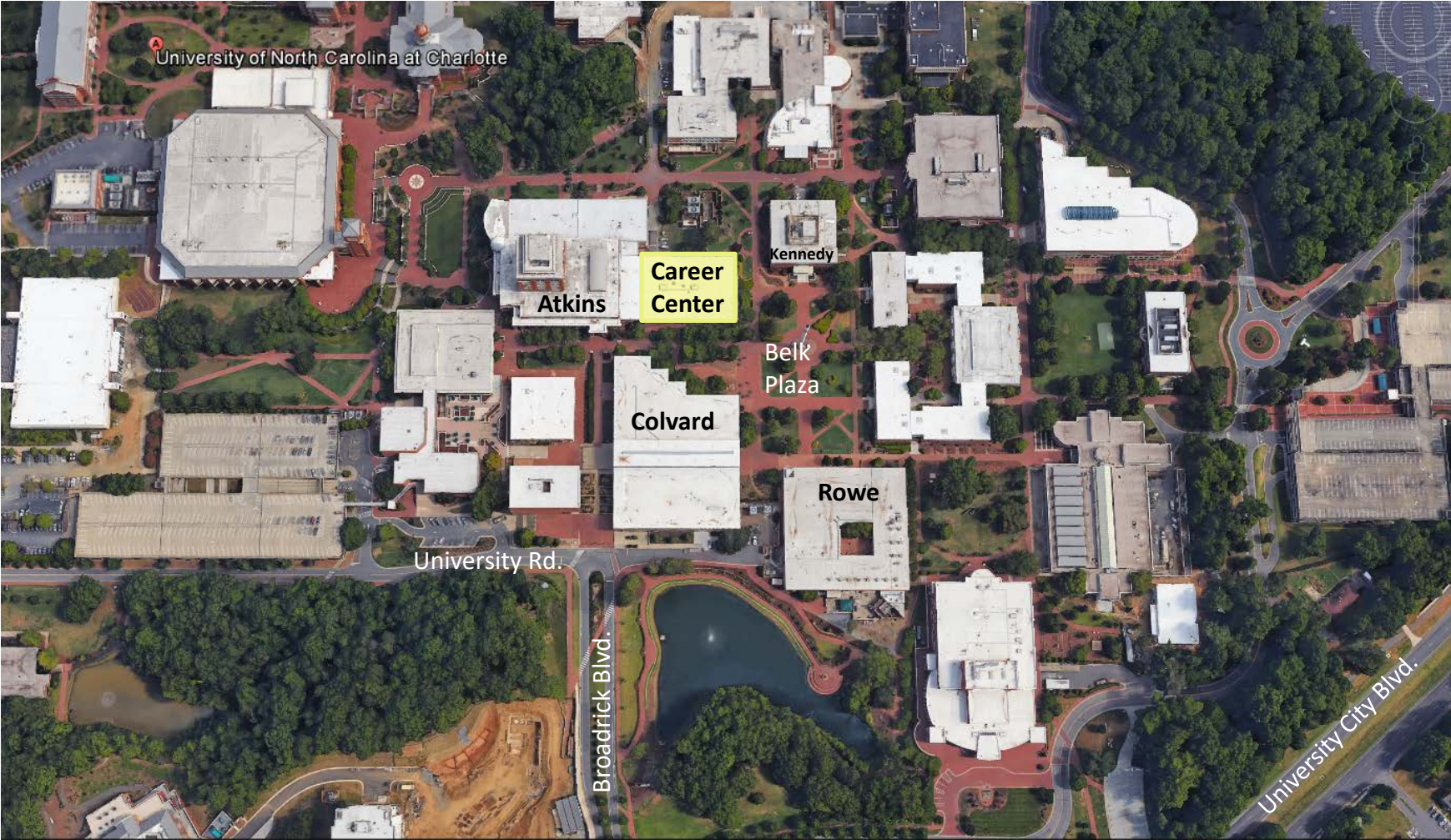
PROJECT OVERVIEW

KEY CHALLENGES

- PLAN FOR THE DISRUPTION OF A PROMINENT CENTRAL CAMPUS PEDESTRIAN SITE AND FACILITY, AND THE IMPACTS AND LOGISTICS OF MATERIAL DELIVERY DURING CONSTRUCTION
- IDENTIFY ASSOCIATED PROJECT COSTS WITH REGARDS TO NECESSARY UPGRADES TO HVAC, FIRE ALARM, ITS, PLUMBING, AND ELECTRICAL SYSTEMS AND EXISTING INFRASTRUCTURE
- PROVIDE SIMPLICITY OF DESIGN WITH AN EMPHASIS ON ECONOMICAL CONSTRUCTION WHILE CREATING AN AESTHETIC TO SUIT A HIGH-VISIBILITY FACILITY AND EXECUTIVE RECRUITING APPROPRIATENESS



P R O J E C T O V E R V I E W



CAMPUS MAP—UNIVERSITY CAREER CENTER SITE



Q U E S T I O N S



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