

The University of North Carolina at Charlotte

Planning, Design & Construction
2nd Floor - Facilities Management
9151 Cameron Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Loy Witherspoon Center for Meditation and Reflection
 Advance Planning
 Code 42326 Item 302

Thank you for your interest in the Loy Witherspoon Center for Meditation and Reflection 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 60 pages including standard forms. Submittals are due **September 13, 2023 by 2:00 p.m.** 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 **three** copies of the submittal, along with **one** electronic copy in pdf format (USB drive attached to a print submittal) to Room 200A 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 **September 2023** and firms selected for interviews will be notified at that time.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager, **Lisa Lanier** at **llanier@charlotte.edu**.

Sincerely,

Kathryn L. Horne, FAIA
Director, Planning Design and Construction

The University of North Carolina at Charlotte
Loy Witherspoon Center for Meditation and Reflection
Advance Planning/Design Services
Code **42326** Item **302**

PROJECT DESCRIPTION:

The project is for the construction of the Loy Witherspoon Center for Meditation and Reflection. The new facility will provide students with space to focus on health and wellness, including meditation, mindfulness, and group wellness activities.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The University's Design and Construction Manual and Campus Master Plan can be viewed at: <http://facilities.uncc.edu/>

Some of the important design elements will be:

- Exterior design compatible with the architectural style of campus, university master plan, and university design manual.
- Site development that enhances the visual aesthetic of the campus and responds to the surrounding environment.
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems;
- Safety of visitors, students, and staff during construction.

Location

The Loy Witherspoon Center for Meditation and Reflection site is located at the corner of Cameron Boulevard and Student Union Lane.

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact placement and orientation of the building and development of the site. During the Advanced Planning Phase, the designer will be expected to present conceptual diagrams, drawings and three-dimensional views to illustrate options for how the project will be developed. The designer will also present space allocations and building programs, conceptual site plans and three-dimensional renderings showing relationships to adjacent entities. Estimates of probable cost demonstrating adherence with established construction budget are required.

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

- Programming, designing and administering construction of projects within budgets and on schedule.
- Familiarity with design incorporating sustainable strategies.
- Working with multiple user groups and committees to build consensus on program and design.
- Familiarity with North Carolina State Construction Office and Department of Insurance requirements and procedures.
- Building Information Modeling from design through construction.
- Success in working with multiple design disciplines.

SCOPE OF WORK:

The Loy Witherspoon Center for Meditation and Reflection will include architectural, mechanical, electrical, fire protection, audiovisual, data, civil and landscape design.

The design team will meet with campus stakeholders, including facilities management personnel, as necessary to define programmatic needs and functions and site development requirements.

The design team will prepare conceptual designs including cost analysis of multiple options.

The design team will respond to input and review comments from the University and the Office of State Construction.

The design team will prepare a final report including building program, cost estimates, project schedules, phasing plans, alternates and concept renderings.

Upon successful completion of the Advance Planning phase, University staff may solicit complete and comprehensive design services for the project from the designer and their subconsultants. Refer to State Construction Office Chapter 300, Project Design Phases.

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 this 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) Historically Underutilized Business (HUB) participation and utilization in the team structure.
- (11) The team's recent experience with NC State Construction Office.

Note:

For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).

BUDGET:

The total budget for this project is \$2,750,000 which includes all design support services, design fees, furnishings, landscaping, construction and commissioning of the elements described above, and any off-site utility infrastructure improvements.

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
September 13, 2023

ADVANCE PLANNING/DESIGN

UNC CHARLOTTE
Loy Witherspoon Center for Meditation and
Reflection
Code 42326 Item 302

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc.)

Location (Headquarters & Office Serving this Project)

**Loy Witherspoon Center for
Meditation and Reflection
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 disciplines as necessary. In addition to this form, submit resumes for all personnel who will work on the project.

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

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____
 %
Past or Current Projects Complete Location Responsibility

DESIGN LEADER

Name: _____ License # _____ Office Location _____
 %
Past or Current Projects Complete Location Responsibility

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____
 %
Past or Current Projects Complete Location Responsibility

SITE/CIVIL ENGINEER

Name: _____ License # _____ Office Location _____
 %
Past or Current Projects Complete Location Responsibility

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____
%

Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____
%

Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____
%

Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name: _____ License # _____ Office Location _____
%

Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____