

*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**  
**Cone University Center HVAC Modernization**  
**Design and Construction Administration Services**  
**Code 41526 Item 320**

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, 20 pages when printing double sided—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., **Tuesday, September 13, 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 **mid to late September**, and firms winnowed for interviews will be notified at that time. Interviews will take place **late September**.

There will be a **mandatory** proposal pre-submittal conference for any interested parties held at **11:00 a.m. on Thursday, September 1, 2016, in Room 210A, Cone Center** (Building #5 on the campus map — <http://facilities.uncc.edu/maps> ). Visitor parking is available in **Cone Deck**. The proposed site is open for review at any time.

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, **Ms. Lisa Lanier** at [llanier@uncc.edu](mailto:llanier@uncc.edu).

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte  
**Cone University Center HVAC Modernization**  
Design and Construction Administration Services  
Code **41526** Item **320**

**I. PROJECT DESCRIPTION:**

The project will provide design, project implementation and construction administration for the heating and air conditioning (HVAC) upgrade of the 1976 addition to the Cone University Center. The project will also include replacement of two (2) air handling units and two (2) cooling towers, as well as all associated systems, such as Variable Air Volume (VAV) terminal reheat units and piping, and upgrading the pneumatic controls to Direct Digital Control (DDC) with integration into the campus Building Automation Systems (BAS) system.

The design will be consistent with the University Design & Construction Manual—<http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

- Design consistent with established University Design manual;
- Simplicity of design with an emphasis on economical construction and maintainability;
- Energy use and conservation;
- Design that applies sustainable building design concepts;
- Incorporating new mechanical and ITS integration designs into existing architectural drawings;
- Effective and efficient mechanical systems.

**Location**

The Cone University Center is located near the intersection of University Road and Broadrick Boulevard (#5 on the campus map – <http://facilities.uncc.edu/maps>).

**II. EXPECTATIONS OF THE DESIGNER:**

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

- Designing and administering construction of similar mechanical projects within budgets and in a timely manner—proven track records;
- Experience with renovating existing mechanical systems and specifying new controls;
- Experience with the various construction delivery methods to include design-bid-build.
- Working with University customers;
- North Carolina State Construction Office and Department of Insurance requirements

- and procedures;
- Success in working with buildings which are currently occupied;
- Coordination with building occupants upon possible asbestos abatement.

### **III. SCOPE OF WORK:**

The project involves the full Design Services, including combined Schematic Design / Design Development, Construction Documents, Bidding, Construction Administration, and Project Closeout for the Cone University Center HVAC Replacement project as described above under Project Description. Considerations are to include, but are not limited to, the following:

- Replace AHU 4 and 5 (1976 Addition—24,000 cfm and 10,000 cfm);
- Replace pneumatic actuated control valves and dampers with electronic actuators;
- Replace or upgrade existing pneumatic control terminal boxes;
- Replace all associated piping in Air Handling Equipment Rooms;
- Clean and seal existing ductwork and replace insulation;
- Replace one (1) boiler;
- Add head pressure control to existing Carrier chiller;
- Upgrade pneumatic controls to DDC and integrate to the campus-wide Tridium building automation system (BAS);
- Sample for asbestos and remove any asbestos found. Asbestos abatement for impacted areas is a part of this project and will be managed by the Designer;
- Replace two (2) cooling towers;
- Design to the campus Design Guidelines for Energy Conservation and Maintainability.

The Designer will review the facility requirements, schedules, and cost estimates provided by University Capital staff.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget and schedule requirements.

The Designer shall develop final Documents that meet University needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 306).

### **IV. 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).**

## **V. SUBMITTAL REQUIREMENTS**

- Provide a brief overview of the teams' understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- Five (5) bound booklets no more than **40 pages (20 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:
  - A. UNC Charlotte Required Submittal Cover Sheet
  - B. Designer's Supplemental Information Form
  - C. Cover Letter (Optional)
  - D. SF 330 Parts I & II (**List costs for all projects shown on SF 330 Part I in bold print within the project description**).
  - E. **Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.**

## **VI. SCHEDULE**

The Designer must be able to complete all requirements of the contract and complete the construction documents for bidding by **May 2017**. UNC Charlotte anticipates a Designer's Notice to Proceed to the contractor will be issued in **August 2017**.

## **VII. BUDGET**

The total project budget is **\$1,600,000** which will include design support services, design fees, equipment, construction, and any associated utility infrastructure and controls integration 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, 2016**

**DESIGN AND CONSTRUCTION**  
**ADMINISTRATION SERVICES**

**UNC CHARLOTTE**  
**CONE UNIVERSITY CENTER HVAC**  
**MODERNIZATION**

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**FIRM INFORMATION**

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Mechanical/Engineering Plumbing Firm

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Location (Headquarters & Office Serving this Project)

**Cone University Center HVAC Modernization**  
**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.

**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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MECHANICAL ENGINEER**

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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ELECTRICAL ENGINEER**

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: \_\_\_\_\_