

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 Infrastructure Renewal – Phase 3
Boilers for Kennedy, Atkins, and McMillan Greenhouse Buildings
Design Services
Code 41726 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 30 pages** (if printing front and back 15 sheets) including standard forms but excluding the cover, tabs, separators, clear covers, or cardstock backs. . Submittals are due in my office by 2:00 p.m., **Thursday, November 30th**. Do not transmit any submittal information via email.

Submittals **must** include the cover sheet, Parts I and II of the Standard Form 330, and 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 one of the printed submittal hardcopies) to my office at the address noted above.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in early December 2017 and firms selected for phone interviews will be notified at that time. Phone interviews will be scheduled for the first week of December 2017. No pre-submittal conference will be held for this project.

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, Donia Schauble, AIA at dschauble@uncc.edu.

Sincerely,

Joyce Clay

PROJECT DESCRIPTION

The project involves preparation of Construction Documents, Bidding, Construction Administration, and Project Closeout for the Campus Infrastructure Renewal – Phase 3 Project. The project includes the removal of existing steam and steam condensate piping, exhaust fan, and some exterior glazing and the installation of two new steam boilers in the Kennedy Building mechanical room; replacement of two steam boilers in the Atkins Building mechanical room; and removal of existing piping, valves, vent lines, and heat transfer package, as well as installation of two new natural gas condensing type boilers in the McMillan Greenhouse mechanical room.

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 size and type projects within budgets and in a timely manner with proven track records;
- Experience with site and mechanical work;
- Working with multiple user groups and committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Success in working with multiple design disciplines;
- Experience with highly expedited project timelines.

SCHEDULE

The designer must be able to complete all requirements of the contract and complete the construction documents for bidding by the end of January, 2018 in order to have work completed by mid July 2018. UNC Charlotte anticipates being able to issue a Designer's Notice to Proceed by December 8th, 2017.

BUDGET

The total budget for this project is \$1,820,000, which must provide for design support services, design fees, construction and all contingencies. The construction cost shall be \$1,520,000.

DESIGNER SELECTION CRITERIA

The selection committee will use the following criteria (NCAC 30D .0303) to review submittals from design firms. These criteria will be used to assess qualifications of design teams and to select a minimum of three firms to be interviewed for selection as the designer of record.

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 work with similar program and expedited project schedule.
- (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.

SUBMITTAL REQUIREMENTS

- Provide a brief overview of the team's understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- Five (5) bound booklets no more than **30 pages (15 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. (The total page count will be determined by reading the total number of pages within the pdf document on the electronic copy submitted)
- 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
 - E. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

This sheet is to be **UNC Charlotte's Required Submittal Cover Sheet**. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL

~~November 28, 2017~~

November 30, 2017

DESIGN SERVICES

UNC CHARLOTTE

Campus Infrastructure Renewal – Phase 3

Architectural Firm & NC License #

Architect of Record

Structural Engineering Firm

Structural Engineer

Site/Civil Engineering Firm

Site/Civil Engineer

Mechanical Engineering Firm

Mechanical Engineer

Electrical Engineering Firm

Electrical Engineer

Plumbing Engineering Firm

Plumbing Engineer

**Campus Infrastructure Renewal – Phase 3
UNC CHARLOTTE**

Design Firm _____
Contact Name _____
Email _____

DESIGNER’S SUPPLEMENTAL INFORMATION TO BE AT FRONT OF SUBMITTAL

Instructions: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Make additional sheets for secondary choices if the firm has several employees who may fulfill one responsibility. 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. **Do not alter the format of this form.** (Note: Only provide information on personnel that will be actively involved in this project.)

ARCHITECT’S PRINCIPAL IN CHARGE

Name _____
Office name & Location (City) _____
NC License # _____

List of most recent North Carolina State-owned projects on which this person has participated:
Provide resume on SF 330.

Past or Current Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARCHITECT’S CONSTRUCTION ADMINISTRATOR

Name _____
Office Name & Location (City) _____
NC License # _____

List of most recent North Carolina State-owned projects on which this person has participated:
Provide resume on SF 330.

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Office Name & Location (City) _____

NC License # _____

List of most recent North Carolina State-owned projects on which this person has participated:
Provide resume on SF 330.

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Office Name & Location (City) _____

NC License # _____

List of most recent North Carolina State-owned projects on which this person has participated:
Provide resume on SF 330.

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLUMBING ENGINEER

Office Name & Location (City) _____

NC License # _____

List of most recent North Carolina State-owned projects on which this person has participated:
Provide resume on SF 330.

Most Recent NC Projects	% Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by _____

Signature _____