***The University of North Carolina at Charlotte***

Capital Projects

The University of North Carolina at Charlotte

Facilities Management – Capital Projects

9151 Cameron Boulevard

Charlotte, NC 28223-0001

PROJECT: **UNC Charlotte**

**Greek Village HVAC & Kitchen Upgrades**

 **Advanced Planning**

 **Code 42226 Item 312**

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 – including standard forms**. Submittals are due in my office by 2:00 p.m., **Thursday, March 30, 2023**. 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 one copies of the submittal, along with **one** electronic copy in pdf format USB drive 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 2023** and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above

Sincerely,

LaKeya Hewlin

The University of North Carolina at Charlotte

**Greek Village HVAC & Kitchen Upgrades**

Advanced Planning

**Code 42226 Item 312**

**PROJECT DESCRIPTION:**

Greek Village is a residential housing area on campus comprised of 13 houses.

The existing mechanical systems in the 12 houses with 28 beds each are comprised of:

* 1st Floor: (1) 2.5 T Heat Pump, (1) 2.0 T Heat Pump, (1) 1.5 T Heat Pump
* 2nd Floor: (1) 3.0 T Heat Pump, (1) 2.5 T Heat Pump
* 3rd Floor: (1) 3.0 T Heat Pump, (1) 2.5 T Heat Pump,

The existing mechanical systems in the remaining 1 house with 14 beds is comprised of:

* 1st Floor: (1) 2.5 T heat pump
* 2nd Floor: (2) 2.5 T heat pump
* 3rd Floor: (2) 2.5 T heat pump

The existing HVAC systems are comprised of the above noted ducted split system heat pumps. The units on the 2nd floor are in a vertical downflow arrangement that have caused leaks and ceiling water damage below. All other units are in a vertical up flow arrangement.

The advance planning will determine which of the following scenarios will be provided to upgrade the system:

* Direct Replacement with System Improvements
* VRF-Similar Unit Configuration with System Improvements
* VRF- System Re-Zoning

The main electrical service is fed to a 600A MSB, which feed multiple panels located throughout the building. All existing electrical panels, transformers and wiring are to remain and be reused.

Electrical improvements will be determined based on which proposed option selected.

The AP will also address kitchen upgrades for each of the Greek Village Facilities.

**EXPECTATIONS OF THE DESIGNER:**

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

* North Carolina State Construction Office and Department of Insurance requirements and procedures;
* Demonstrated similar HVAC and electrical experience
* Success in working on multiple buildings for project design deliverables.

**Scope of Work:**

The Designer shall be responsible for, but not limited to, the following items:

* Review all data furnished by the University including existing building documents, reports and records of the existing HVAC and electrical systems.
* Prepare Advanced Planning document for the project in accordance with the NC SCO requirements.
* If approved for funding, the University reserves the right to negotiate with the designer for Advanced Planning for design services for SD/DD, CD’s and construction Administration.
* Provide cost estimate for proposed selected option.

**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.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Construction Document submission for this project in **May 2023.**

**BUDGET:**

The total budget for Advanced Planning is $100,000.

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**

 **March 30, 2023**

**Advanced Planning**

**UNC CHARLOTTE**

**Greek Village HVAC and Kitchen Upgrades**

**FIRM INFORMATION**

Architectural /Engineering Firm Location (Headquarters & Office Serving this Project)

 (If Architect lead, Mechanical and Electrical Engineer Location (Headquarters & Office Serving this Project)

**Greek Village HVAC and Kitchen Upgrades** 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 requested to submit Standard Form 330 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**

# Mechanical 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**

# Mechanical 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: