

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**
Health & Wellness Center
Advance Planning/Design Services
Code 41426 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 50 pages, 25 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, June 23, 2015.**

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 printed 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 in **mid-July** and firms winnowed for interviews will be notified at that time. Interviews are scheduled to be held the morning of July 29, 2015.

There will be a **mandatory** pre-submittal conference for any interested parties held at **2:00 p.m. on Tuesday, June 9, 2015 in Cone Center Room 210.** A non-mandatory site walk will take place after the meeting. Visitor parking is available in the **Cone Deck.**

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** at dschauble@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Health & Wellness Center
Advance Planning/Design Services
Code **41426** Item **312**

PROJECT DESCRIPTION:

The project is for the **construction** of **160,000** (est.) gross square foot **health and wellness facility** to include the following program components:

Offices & Wellness
Gymnasium Space
Cardio, Selectorized and Free Weight Training
Multipurpose Group Fitness
Locker Rooms & Support Spaces
Core & Circulation

Additional components may be discovered and evaluated through the advance planning process.

This project will be designed and constructed and in accordance with provisions of SL 2007-546.

The design will be consistent with the Guiding Principles of the Campus Master Plan and the University's Design Manual.

The 2010 Campus Master Plan can be viewed at:

<http://masterplan.uncc.edu>

The University's Design Manual and Campus Master Plan can be viewed at:

<http://facilities.uncc.edu/DCManual>

Some of the important design elements will be:

- Exterior design consistent with established architectural style of campus, university master plan, and university design manual.
- Site orientation that visually enhances views and connections between to Craver Road and the adjacent Student Union.
- 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.
- Protection of existing facilities throughout construction.

Location

The Health & Wellness Center site is located on Craver Road, adjacent to the Student Union. The new building will occupy a portion of Parking Lot 19. The Health & Wellness Center will share its site with the future science building that is intended to occupy the Western portion of Lot 19. The design team will need anticipate the shared use of the site.

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact placement and orientation of the project and how the Campus Master Plan will be affected by the placement of this building. The current proposed site differs from what was proposed in the 2010 Master Plan. During the Advanced Planning Phase the designer will be expected to present schematic sketches which will present options to the University of how the project area will be developed including space allocations with adjacent entities.

Throughout the Advance Planning the Designer will provide three-dimensional perspective views of the exterior building utilizing CAD software as the design evolves. The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities at UNC Charlotte.

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

- Programming, designing and administering construction of major projects within budgets and in a timely manner—proven track records;
- Experience with the Construction Manager at Risk construction delivery method and enhanced building commissioning;
- Familiarity with incorporating SL 2007-546.
- Working with multiple user groups and committees;
- 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 Health & Wellness Center project will provide wellness and fitness center services to students at UNC Charlotte.

The Designer will review the facility requirements, pre-programming documents, schedules and costs estimates provided by university planning staff.

With the aid of University planning & Capital Projects staff update the pre-programming information to include the development and presentation of options for the most economical and cost effective building size, grouping and/or vertical stacking of functions. Pre-program refinement shall include a functional breakdown of all required spaces, with classifications such as offices, storage and support spaces. Meetings with end users and facilities management personnel will be necessary to define square footage needs, functions, traffic patterns, layout and equipment.

The Pre-program refinement deliverable shall include:

- A detailed square footage breakdown of all required spaces. This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessary mechanical equipment, stairs, elevators, etc. This

- information will require a summation to arrive at a final total of the gross square footage required for the facility.
- Functional and adjacency diagrams (precinct studies) shall be developed showing the relationship of building spaces. This shall be based on the analysis outlined above. Final adjacencies will include both function and economy.
 - Descriptive narratives and cost estimates of all spaces including technical, mechanical, electrical, plumbing and telecommunications, as established by the Consultants.
 - Descriptive narratives for support spaces including service areas, mechanical, electrical and plumbing spaces, maintenance facilities, and other required spaces not listed above.
 - Building demand for basic utility services to the building including water, sewer, power, gas, telecommunications and HVAC systems. The Program shall include utility and other service extensions, such as lighting, and sidewalks, to connect with the existing UNC Charlotte system.
 - Concept diagrams and descriptive narratives for student, faculty, visitor and staff entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.
 - Concept diagrams and descriptive narratives of vehicular access to accommodate adjacent building deliveries, emergency access, maintenance and waste disposal services.
 - An evaluation of site requirements for parking, lighting, security and required connections to both current and future Building needs.
 - Site development costs for drainage, roads, parking, walks, irrigation, signage, utilities, etc.

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

The Designer shall develop a final Program incorporated into the Advance Planning Document that meets University's needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 305).

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 the type of project (health, wellness, & fitness facilities).
- (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).

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 **50 pages (25 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 square foot 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.**

SCHEDULE:

The designer must be able to complete all requirements of the contract and complete the Advance Planning for this project in December of 2015.

BUDGET:

The total budget for this project is \$60,000,000 which must provide for design support services, design fees, furnishings, landscaping, construction and commissioning of the elements described above, and any off-site utility infrastructure improvements.

The budget authorization for the Advance Planning Phase for this project is approximately **\$ 6,600,000.**

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
June 23rd, 2015

ADVANCE PLANNING/DESIGN

UNC CHARLOTTE
Health & Wellness Center

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/Plumbing Engineering Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Health & Wellness Center
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:

	%		
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION ADMINISTRATOR

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SITE/CIVIL 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STRUCTURAL 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLUMBING 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

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: _____