

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

Planning, Design, and Construction

Facilities Management 2<sup>nd</sup> Floor

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-678-7217

**PROJECT:   UNC Charlotte  
              Hawthorn Residence Hall Renovation  
              Advanced Planning Services**

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 – 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 by 2:00pm, Tuesday December 19th, 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** copy of the submittal, along with **one** electronic copy in pdf format USB drive attached to a printed submittal at the address noted above. Hard copy should be bound together as a document and the digital submission should be assembled into a single pdf file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in January 2024 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to Jeanine Bachtel @ [jbachtel@uncc.edu](mailto:jbachtel@uncc.edu). Please do not contact other UNC Charlotte staff.

Sincerely,

Kathryn L. Horne, FAIA  
Director of Planning and Space Planning

The University of North Carolina at Charlotte  
**Hawthorn Residence Hall Renovation**  
Advanced Planning Services

**I. PROJECT DESCRIPTION**

Hawthorn Residence Hall, built in 1981 with 66,700 GSF, houses 232 students. The building is in need of major renovation. All building systems are at the end of life, except those renovated in 2016 and 2017. Hawthorn Hall offers suites, houses first-year students and is home to the Engineering Learning Community. The project is a comprehensive renovation that replaces mechanical, plumbing and electrical systems, provides new finishes and upgrades to bathrooms and kitchens.

**EXPECTATIONS OF THE DESIGNER**

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

- Demonstrated experience in design and construction of housing project, preferably in a higher education setting
- Demonstrated ability to provide cost-effective design measures for renovation projects.
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures
- Working with multiple user groups, committees, and University customers
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

**II. SCOPE OF WORK:**

The Designer shall provide Advanced Planning (AP) documents and estimated construction costs for University and SCO review and approval. The Owner reserves the right to use selected designer for AP to proceed with design documents to include SD/DD, CD and construction administration services.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

The Designer shall submit all necessary documents, as required and if needed, for an informal North Carolina State Construction Office (SCO) review.

Some of the important design elements will be:

- Economical design including evaluation of first and life-cycle costs
- Evaluation of existing conditions and recommendations for repairs with attention to technical details and specifications
- Safety of University visitors, students, and personnel
- Protection of existing facilities throughout construction

### **III. 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 and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology for the project.
- 6) Recent experience with project costs and schedules.
- 7) Construction administration capabilities.
- 8) Proximity to and familiarity with the area where the 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

### **IV. SCHEDULE**

The project will begin immediately after a contract is executed and will proceed with Advanced Planning Services.

### **V. BUDGET**

The total project budget is \$12,000,000 which includes design fees, soft costs and all associated construction costs.

*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**

**December 19, 2023**

**ADVANCED PLANNING SERVICES  
UNC CHARLOTTE  
Hawthorn Residence Hall Renovation**

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**FIRM INFORMATION**

\_\_\_\_\_  
Architectural/Engineering Firm & NC License #

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Mechanical/Plumbing Engineering Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
RCDD Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

**Hawthorn Residence Hall Renovation  
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. 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.

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

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_