

The University of North Carolina at Charlotte
Planning Design and Construction
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Parking Lot 25 Renewal
 Design Services
 Code 42126 Item 304

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, January 6, 2022**. 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 two copies of the submittal, along with one electronic copy in pdf format (USB drive, 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 evaluation process will be complete in **February 2022** and firms selected for interviews will be notified at that time.

Please deliver all submittals to Joyce Clay at the address written above. Any questions about the project should be directed in writing to the Project Manager, **Ryan Smith, PE at rsmit341@uncc.edu**.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Parking Lot 25 Renewal
Design Services

PROJECT DESCRIPTION:

The project involves the full depth asphalt and concrete curb replacement of Parking Lot 25 parking lot including restriping.

Some of the important design elements will be:

- Site design consistent with established style of campus, university master plan, and university design manual.
- Simplicity of design with an emphasis on economical construction and maintainability;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

Location

The Parking Lot 25 site is located adjacent to the Facilities Management building which is located at 9151 Cameron Blvd, Charlotte, NC 28223 on the campus of Charlotte.

EXPECTATIONS OF THE DESIGNER:

The designer shall utilize and review the latest Geotechnical Report prepared by Kleinfelder to prepare contract documents for the full depth asphalt and concrete curb replacement of the parking lot.

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;
- Civil/Geotechnical design
- Success in working with multiple design disciplines.

SCOPE OF WORK:

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

- Gather and review all data furnished by the University including reports, schedules, record information, etc.
- Contract documents in accordance with the NC SCO requirements
- Topographic survey of existing parking lot
- Exhibits (i.e. vicinity map) as necessary to describe the work

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 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.

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).

SCHEDULE:

The designer must be able to complete the Construction Document submission to the Office of State Construction for this project by **May 2022**.

BUDGET:

The total budget for this project is \$1,700,000 which includes design fees, design support services, contingency, owner reserves and construction of the elements described above.

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
JANUARY 6, 2022**

DESIGN

**UNC CHARLOTTE
PARKING LOT 25 RENEWAL**

FIRM INFORMATION

Geotechnical/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, etc)

Location (Headquarters & Office Serving this Project)

**Parking Lot 25 Renewal
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 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

SURVEYOR

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: _____