***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**

**Parking Lot 8 Expansion**

 **Design Services**

**Code 41526 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 40 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Tuesday, October 11, 2016**. 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 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 preliminary evaluation process will be complete in **October** and firms winnowed for interviews will be notified at that time.

There will be a non-mandatory site visit for any interested parties held on **Wednesday, September 28, 2016** at **2:00 p.m.** We will meet outside South Village Deck adjacent to Alumni Way and proceed to the site from there. Parking is available in **South Village 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, **Brian Kugler** at **bhkugler@uncc.edu.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Parking Lot 8 Expansion**

Design Services

Code **41526** Item **312**

**PROJECT DESCRIPTION:**

The project is for the **expansion** of **existing Parking Lot 8**, located in the South Village sector of campus.

The design will be consistent with the Guiding Principles of the Campus Master Plan – <http://masterplan.uncc.edu>, and the University’s Design and Construction Manual – <http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

* Functional design consistent with university master plan and university design manual.
* Site orientation that enhances connections between the parking lot and Housing facilities, the Admissions Building (in design), and the main pedestrian routes to the campus core.
* 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.

**EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact configuration of the project and how the existing parking facilities will be affected by the expansion. 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 counts and striping plans.

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;
* Traffic and transportation design.
* Success in working with multiple design disciplines.

**Scope of Work:**

The Parking Lot 8 Expansion project will provide parking 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 & real estate/land use staff update the pre-programming information to include the development and presentation of options for the most efficient and cost effective lot size and configuration. Meetings with end users and facilities management personnel will be necessary to define needs, functions, traffic patterns, and layout.

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

**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.

**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 all requirements of the contract and complete the Construction Document submission for this project by **May 2017.**

**BUDGET:**

The total budget for this project is $840,000 which must provide for design support services, design fees, landscaping, and construction of the elements described above, and any utility infrastructure improvements.

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**

**OCTOBER 11, 2016**

**DESIGN**

**UNC CHARLOTTE**

**PARKING LOT 8 EXPANSION**

**FIRM INFORMATION**

Site/Civil Engineering Firm Location (Headquarters & Office Serving this Project

Subconsultant Firm & NC License # Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc) Location (Headquarters & Office Serving this Project)

**Parking Lot 8 Expansion** 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**

# 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**

**LANDSCAPE ARCHITECT**

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**

**TRAFFIC/TRANSPORTATION CONSULTANT**

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: