



**University of North Carolina at Charlotte**  
Facilities Management  
9201 University City Blvd.  
Charlotte, N.C. 28223-0001

**POSTED: January 11, 2021**

**SUBJECT: REQUEST FOR QUALIFICATIONS  
OPEN-END PROFESSIONAL SERVICE AGREEMENTS 2021-2022**

The University of North Carolina at Charlotte is accepting submittals for the FY 2022 Open-End Professional Services Agreements. The open-end agreements are for projects with budgets under \$500,000 each (project budget includes design, construction and all other project costs) for the following disciplines:

- Planning including space needs assessments, programming, preliminary budget development and cost estimating
- Architecture and related services (ADA, Graphic Design, Interior Design, Space Planning)
- Site Development and related services (Civil Engineering, Environmental Engineering, Landscape Architecture, Site/Land Planning, Roads, Utility and Infrastructure Distribution)
- Commissioning/Retro-Commissioning Services (MEP and/or Building Enclosure)
- Construction services (Asbestos Testing, Air Monitoring, Material Testing, Soils Testing, Construction Schedule Analysis, Roof Inspections, Special Inspections)
- Mechanical/Electrical/Plumbing and related services (Fire Protection, Telephone)
- Structural Engineering
- Surveying and related services (Utility locates, Subsurface mapping)

Submittals are due **on Tuesday, February 9, 2021 by 2:00 p.m. eastern standard time.**

## **NOTE: SUBMITTAL PROCEDURES DURING COVID-19 CRISIS**

All hand delivered submittals shall be dropped in the white Drop Box located next to the Motor Fleet parking spaces (<https://goo.gl/maps/KGphwNRyaFCBFXtj8>) in Lot 25 (second left entrance on Poplar Lane) in front of the Facilities Operations & Parking Services building (#92 on the campus map – <http://facilities.uncc.edu/maps>).

Firms may also submit via USPS/UPS/FedEx to the attention of Kathy Fisher, Facilities Operations & Parking Services building, 9643 Poplar Lane, Charlotte, NC 28223. It is the firm's responsibility to ensure that the submittal arrives before the due date and time of February 9 at 2:00 PM.

Address submittals for deliveries by mail to:  
The University of North Carolina at Charlotte  
Mrs. Kathy Fisher  
Facilities Operations & Parking Services Building  
9643 Poplar Lane  
Charlotte, N.C. 28223

### **Do not transmit any submittal information via email.**

All submittals will be reviewed by the University Open-End Professional Services evaluation committee. The evaluation process will be complete in March 2021 with recommendations being submitted to the Board of Trustees in April 2021. Selected firms will be notified in May 2021.

Please submit any questions regarding the open-end submittal process to Ms. Joyce Clay at [ljclay@uncc.edu](mailto:ljclay@uncc.edu). The answers will be provided via an addendum to the RFQ.

## **INSTRUCTIONS FOR SUBMITTAL**

1. Provide two (2) hard copies of your submittal package, along with one digital copy (pdf format).
2. Provide a **separate submittal package for each category** being offered by your firm.
3. Maximum dimensions of submittal documents are 9" x 11-1/2" Limit package to thirty (30) one-sided pages (8-1/2" x 11"). Cover sheets do not count in the thirty (30) page maximum.
4. Include these items in the submittal, **in the sequence listed**:
  - a) The University of North Carolina at Charlotte Supplemental Information Sheet.
  - b) Provide a list of professional services including specific responsibilities each person has provided on three State owned projects, if available.
  - c) Cover Letter (optional).
  - d) Standard Form (SF) 330 Form for the office(s) which are offering services.

If your firm has more than one office location, we are most interested in the office that will provide services to us. The SF-330 is included in the thirty (30) page limit.

e) Other information you believe to be relevant.

5. **IMPORTANT:** The *Supplemental Information Sheet* is to be the top sheet of the submittal.

### **Reference**

The selection and contracting of professional design services for open-end agreements will be administered as authorized by NCAC 30D.0303 and N.C.GS143-135.26.

### **Financial Limitations**

The University may utilize firms which have been contracted by this process for projects where the project budget does not exceed \$500,000.

### **Terms**

Open End Agreements are an Annual Service Agreement for a one-year period with an additional one-year option (if executed by the University and accepted by the design firm). The duration of the total period of performance shall not exceed two (2) calendar years.

### **Projects**

The University is authorized to negotiate and execute open-end agreements for these professional services. Additionally, the University may select any firm with an open-end Agreement and negotiate a contract to provide professional services for any project meeting the criteria of the general statutes. There can be no assurance that any projects will be funded which creates a need for services under this procedure.

Typical projects include small renovations to existing buildings, structures, infrastructure, etc.; limited scope studies and planning endeavors.

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Notes:

- Please type or neatly print the requested information.
- More than four personnel may be listed on your supplemental information sheet.
- A separate submittal and appropriate number of copies is needed if submitting for more than one category.

**UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**  
**OPEN-END DESIGN SERVICES SUBMITTAL**  
***SUPPLEMENTAL INFORMATION SHEET***

Type of Service Offered (Category) \_\_\_\_\_  
**(Submit a separate submittal for each category)**

- 1) Planning
- 2) Architecture
- 3) Site Development
- 4) Commissioning
- 5) Construction Services
- 6) Mechanical/Electrical/Plumbing Engineering
- 7) Structural Engineering
- 8) Surveying

Name of Firm \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Name of Official Authorized to Execute Agreements \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_

City/State location of office from where services will be provided \_\_\_\_\_

Please check here if your firm is North Carolina Certified Historically Underutilized Business HUB (\_\_\_\_\_)

List of Personnel who would actually perform work:

Name	Employee Title	Registration Number

Location (City/State) \_\_\_\_\_ Telephone # & Email \_\_\_\_\_

UNC Charlotte  
REQUEST FOR QUALIFICATIONS  
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2. \_\_\_\_\_

Name	Employee Title	Registration Number
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Location (City/State)	Telephone # & Email
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3. \_\_\_\_\_

Name	Employee Title	Registration Number
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Location (City/State)	Telephone # & Email
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4. \_\_\_\_\_

Name	Employee Title	Registration Number
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Location (City/State)	Telephone # & Email
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*Add other personnel if needed.*

***This Supplemental Information Sheet is to be on top.***