***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**

**Outdoor Events Shelter**

**Design 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. The page limits shall be 40 printed pages (if printing front and back 20 sheets) including standard forms but excluding the cover, tabs, separators, clear covers, or cardstock backs.  **Submittals are due in my office by 2:00 p.m., Monday, December 1st, 2014**. **Do not transmit any submittal information via email.**

Submittals **must** include the cover sheet, Parts I and II of the Standard Form 330, and 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 one of the printed submittal hardcopies) to my office at the address noted above.

All submittals will be reviewed by the University Designer Evaluation Committee.  The preliminary evaluation process will be complete in early December 2014 and firms selected for interviews will be notified at that time. Interviews will be scheduled for the first week of December 2014. No pre-submittal conference will be held for this project.

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, AIA at dschauble@uncc.edu.

 Sincerely,

Joyce Clay

**The University of North Carolina at Charlotte**

**Outdoor Events Shelter**

**Design Services**

**PROJECT DESCRIPTION**

The project involves the full Design Services, including combined Schematic Design / Design Development, Construction Documents, Bidding, Construction Administration, and Project Closeout for the Outdoor Events Shelter, an 8,000 square foot pre-engineered shelter and adjacent pre-engineered restroom building with brick cladding. The intended use of the shelter is for special event accommodation, primarily for football game day tailgating events. The shelter and restroom building construction must be complete and available for use by Mid-August of 2015.

The proposed design will be consistent with the Guiding Principles of the Campus Master Plan and the University’s Design and Construction Manual.  It will impart a sense of permanence and tradition in its exterior appearance and will be detailed in a manner consistent with recently designed buildings in the vicinity.  Exterior materials will include brick, cast stone, pre-cast concrete, and aluminum.

The University’s Design Manual can be viewed at:

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

The 2010 Campus Master Plan can be viewed at:

<http://masterplan.uncc.edu>

**LOCATION**

The Outdoor Events Shelter and adjacent restrooms will be located off Cameron Boulevard alongside the brick walk that extends from a location near the intersection of Cameron Boulevard and Craver Road diagonally to the CRI campus and football stadium. The proposed shelter and restrooms shall be erected on the North side of the brick walk, with the pavilion closest to Cameron Boulevard and the restroom building tucked behind the pavilion away from the road.

**EXPECTATIONS OF THE DESIGNER**

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

* Designing and administering construction of similar size and type buildings within budgets and in a timely manner with proven track records;
* Experience with pre-engineered shelters and buildings as well as similar programs;
* Working with multiple user groups and committees;
* North Carolina State Construction Office and Department of Insurance requirements and procedures;
* Success in working with multiple design disciplines;
* Experience with highly expedited project timelines.

 **Scope of Work**

Full Design Services for an 8,000 square foot 80’x100’ pre-engineered outdoor events shelter with an adjacent supporting restroom building. The pavilion shall be an unobstructed open shelter with a concrete floor. The restroom building shall be a pre-engineered restroom building with applied brick cladding. Restroom facilities shall accommodate 533 people. The exterior appearance of both structures shall be complementary to adjacent structures and emulate the standard campus design language and materials. Installation of the two buildings on the selected site will require the use of retaining walls on portions of both the pavilion structure and the restroom building. A paved pull-off area for delivery vehicles will also have to be provided.

**SCHEDULE**

The designer must be able to complete all requirements of the contract and complete the construction documents for bidding by mid-February, 2015 in order to have the building construction complete by mid-August 2015. UNC Charlotte anticipates being able to issue a Designer’s Notice to Proceed by December 8th, 2014.

**BUDGET**

The total budget for this project is $1,000,000 which must provide for design support services, design fees, construction and all contingencies. The construction cost for the project including the pavilion, restroom and concession building shall be $886,000.

**DESIGNER SELECTION CRITERIA**

The selection committee will use the following criteria (NCAC 30D .0303) to review submittals from design firms. These criteria will be used to assess qualifications of design teams and to select a minimum of three firms to be interviewed for selection as the designer of record.

**Submittals must clearly provide information for each category below utilizing the numbering system and categories for the submittal subtitles.**

(1) Specialized or appropriate expertise in this type of new pre-engineered pavilion and building with similar program and expedited project schedule.

(2)  Past performance on similar projects, preferably pre-engineered buildings.

(3) Adequate staff and proposed design or consultant team for the project.

(4)  Current workload and State projects awarded.

(5) Proposed design approach for the project including design team and consultants.

(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.

**SUBMITTAL REQUIREMENTS**

    Provide a brief overview of the team’s understanding of the project. Also, provide the team members’ accomplishments and responsibilities from similar projects.

    Five (5) bound booklets no more than **40 pages (20 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. (The total page count will be determined by reading the total number of pages within the pdf document on the electronic copy submitted)

   Submit booklet in digital format on one (1) DVD, CD, or USB drive in pdf format.

   Provide Information in the following Order:

* 1. UNC Charlotte Required Submittal Cover Sheet
	2. Designer’s Supplemental Information Form
	3. Cover Letter (Optional)
	4. SF 330 Parts I & II
	5. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

This sheet is to be **UNC Charlotte’s Required Submittal Cover Sheet**.  If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL**

**December 1, 2014**

**DESIGN SERVICES**

**UNC CHARLOTTE**

**OUTDOOR EVENTS SHELTER**

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Architectural Firm & NC License #   Architect of Record

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Structural Engineering Firm   Structural Engineer

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Site/Civil Engineering Firm Site/Civil Engineer

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Mechanical Engineering Firm  Mechanical Engineer

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Electrical Engineering Firm   Electrical Engineer

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Plumbing Engineering Firm   Plumbing Engineer

**OUTDOOR EVENTS SHELTER**

**UNC CHARLOTTE**

Design Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DESIGNER’S SUPPLEMENTAL INFORMATION TO BE AT FRONT OF SUBMITTAL

**Instructions**: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Make additional sheets for secondary choices if the firm has several employees who may fulfill one responsibility. 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. **Do not alter the format of this form. (Note: Only provide information on personnel that will be actively involved in this project.)**

**ARCHITECT’S PRINCIPAL IN CHARGE**

Name

Office name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Past or Current Projects** % **Comp.** **Location Responsibility**

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**ARCHITECT’S DESIGN LEADER** (The person who will be the University’s contact throughout the project).

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License #\_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Past or Current Project % Comp.** **Location Responsibility**

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**ARCHITECT’S CONSTRUCTION ADMINISTRATOR**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp.** **Location Responsibility**

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**STRUCTURAL ENGINEER**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp. Location Responsibility**

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**CIVIL ENGINEER**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp.** **Location Responsibility**

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**MECHANICAL ENGINEER**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp. Location Responsibility**

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**ELECTRICAL ENGINEER**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp.** **Location Responsibility**

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**PLUMBING ENGINEER**

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp.** **Location Responsibility**

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

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_