

UNIVERSITY OF NORTH CAROLINA
CHARLOTTE
FACILITIES MANAGEMENT

The University of North Carolina at Charlotte

Design & Construction
Facilities Management - Room 203
9201 University City Blvd.
Charlotte, NC 28223-0001

PROJECT: Request for Qualifications
UNC Charlotte
Open-End Design Services Annual Agreement – Cost Estimating

UNC Charlotte is accepting submittals from firms interested in providing open-end design services for cost estimating services to the University on informal projects with budgets below the \$500,000 threshold. Agreements will be awarded to up to three firms for projects on an as-needed basis.

Submittals must include the information sheet (attached), Sections I and II of the Standard Form 330, and any additional information considered appropriate. Please submit a digital file in .pdf format. The digital submission should be assembled into a single file.

All submittals will be reviewed by the University Evaluation Committee. The preliminary evaluation process will be completed in January 2024.

Submit Letters of Interest and Current SF-330 to:
Stephanie LaClair
UNC Charlotte Planning and Space Management
slaclair@charlotte.edu

Sincerely,

Kathryn L. Horne, FAIA
Director, Planning and Space Management
Facilities Management, UNC Charlotte

The University of North Carolina at Charlotte

Request for Qualifications
Open End Design Services Annual Agreement – Cost Estimating

Closing Date 2:00 p.m. EST, December 19, 2023

Project Budget \$500,000 or less

Project Description: The University of North Carolina at Charlotte is accepting submittals for 2024 Open End Design Service Agreements. Each informal project budget is not to exceed \$500,000 and is on an as-needed basis for initial, conceptual project cost estimating. The selected firm will provide cost estimates for a wide variety of informal renovation projects with budgets less than \$500,000, using current construction costs. The selected firm will assist the University Planning and Space Management with identifying project scope and complexity to provide complete and accurate project budgets.

**INFORMATION SHEET
OPEN END DESIGN SERVICES
UNC CHARLOTTE**

FIRM INFORMATION

Firm Name

Location (Headquarters)

Point of Contact

Location (Office Serving this Project)

Email Address

Type of firm:

- Architect
- Engineer
- Cost estimator
- Contractor
- Other: _____

Phone Number

HUB certified (yes – no)

Checklist

Information Sheet
Letter of Interest
SF 330