

*The University of North Carolina at Charlotte*  
Planning, Design & Construction  
Facilities Management 2<sup>nd</sup> Floor  
9151 Cameron Blvd.  
Charlotte, N.C. 28223-0001  
TEL: 704-687-0615

PROJECT:    **UNC Charlotte**  
              **Reese-Exterior Envelope Repairs**  
              **Design Services**  
              **Code: 42126 Item 323**

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., **Tuesday, February 14, 2023**. 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 one copies of the submittal, along with **one** electronic copy in pdf format USB drive 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 conducted in February 2023 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to Jeanine Bachtel [jbachtel@uncc.edu](mailto:jbachtel@uncc.edu) .

Sincerely,

Kathryn L. Horne, FAIA  
Director of Planning, Design, & Construction

The University of North Carolina at Charlotte  
**Reese- Exterior Envelope Repairs**  
Design Services  
Code: 42126 Item 323

**PROJECT DESCRIPTION:**

The Rowe building was constructed in 1982 on the UNC Charlotte campus. An internal assessment of the condition of the exterior walls and windows found deteriorated conditions around the existing aluminum windows and curtainwall system that are leaking. This project will replace the exterior existing aluminum windows and curtain wall systems to protect the interior of the building from the external environment and reduce energy costs.

**EXPECTATIONS OF THE DESIGNER:**

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;
- Demonstrated successful design experience with building envelope repairs and completion of work in fully occupied buildings.
- Success in working with other required disciplines for project design deliverables.

**SCOPE OF WORK:**

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

- Review and evaluate all data furnished by the University including existing building documents, reports and records that are available.
- Evaluate the building for status of exiting building envelope conditions
- Provide any destructive testing deemed necessary by the designer.
- Provide a evaluation/summary report on the envelope conditions and opinion of probable costs for replacement/repairs
- Based on the owner's selection for replacement/repairs, designer will prepare SD/DD and CD plans and specifications in accordance with the NC SCO requirements.
- Provide bidding, contracting assistance and construction administration services.

**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.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Construction Document submission for this project in **July 2023**.

**BUDGET:**

The total budget for this project is \$995,269 which must provide for design support services, design fees, construction administration, and all associated construction costs.

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**  
**February 14, 2023**

**DESIGN**

**UNC CHARLOTTE**  
**Reese Exterior Envelope Repairs**

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**FIRM INFORMATION**

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Architectural or Engineering Firm

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Location (Headquarters & Office Serving this Project)

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Add others as needed

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Location (Headquarters & Office Serving this Project)

**Reese Exterior Envelope Repairs**  
UNC CHARLOTTE  
Code: 42126 Item 323

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:

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DESIGN LEADER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONSTRUCTION ADMINISTRATOR**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Signature: \_\_\_\_\_