***The University of North Carolina at Charlotte***

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-0558

**PROJECT**: **UNC Charlotte**

**Regional Storm Water Masterplan**

**Code 41626 Item 304**

**Programming**

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 50 pages – including standard forms, cover letters, and University issued *Submittal Cover Sheets***, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. **Actual page counts will be derived from the electronic pdf submittal**. Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal.

**Submittals are due in my office by 2:00 p.m., June 27, 2018.**

**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 printed 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 pdf file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in early July 2018 and firms selected for interviews will be notified at that time. Interviews will be held in late July 2018.

There will be a **mandatory** pre-submittal conference for any interested parties held **at 1:00 p.m. on Thursday June 14, 2018 in Cone University Center Room 113B**. A non-mandatory tour of campus will take place after the meeting. Visitor parking is available in the **Cone Deck**.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager, **Elizabeth Frere** at **efrere@uncc.edu**.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Regional Storm Water Masterplan**

Code **41626** Item **304**

**Programming/Design Services**

**PROJECT DESCRIPTION**

The project will provide a Regional Storm Water Masterplan that will develop a functional, practical, and aesthetically pleasing storm water Best Management Practices (BMPs). The goal of this project is to prepare a storm water plan for the UNC Charlotte and develop an implementation plan for restoring watershed function to Toby Creek that meets local storm water requirements. Work will include planning, assessment of current watershed conditions, formulation of watershed restoration goals, development of watershed restoration recommendations, identification of storm water retrofit/restoration opportunities, water quality modeling, storm water modeling, engineering, design, analysis, cost estimates, surveying, data collection, and preliminary plans and construction plans for storm water projects. The deliverables will include a detailed written Regional Storm Water Masterplan and drawings.

In order to accomplish the desired results, the following goals have been established for this Project:

* Preserve prime building areas on campus by constructing regional storm water BMPs outside of the main campus footprint
* Maximize the BMP credit and fee credit potential while minimizing the construction and maintenance costs of storm water BMPs
* Evaluate the potential and feasibility of redeveloping existing poorly functioning BMPs or retrofitting storm water BMPs in appropriate existing built-upon areas when aesthetics would be enhanced
* Ensure compliance with the City’s Post Construction Storm water Ordinance through implementation of a sound and comprehensive Plan that stays ahead of campus development

**EXPECTATIONS OF THE DESIGNER**

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

* Experience in design of regional BMP planning, preferably with a municipality or a higher education institution.
* Experience with storm water planning projects involving a similar scope and similar design elements.
* Working with user committees.
* During the Programming phase, the designer will provide schematic design to the University showing options of how the project will be developed.
* The Designer Submittal must demonstrate the design firm’s qualifications to perform master planning, as well as a full design service package.

**UNC Charlotte reserves the option to retain the Programming Designer for full design services to include Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Project Closeout.**

**SCOPE OF WORK**

The Designer shall provide Regional Storm Water Master Plan and if selected to continue, will provide SD, DD & CD documents and construction administration services for selected BMP project.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

**SCHEDULE**

The designer shall be available to start the Regional Storm Water Master Plan in the August 2018, with completion by March 2019.

**BUDGET**

The total budget for this project is $750,000, which must provide for design of the regional storm water master plan and for design and construction of the selected BMP.

**Additional information:**

The design will be consistent with the South Village Sector Plan, East Village Sector Plan, and the Guiding Principles of the Campus Master Plan. The South Village Sector Plan can be found at <https://facilities.uncc.edu/southvillageplan>. The Campus Master Plan is available at <http://masterplan.uncc.edu/> and the University’s Design & Construction Manual is located at <http://facilities.uncc.edu/DCManual>.

**DESIGNER SELECTION CRITERIA**

The selection committee will use the following criteria (NCAC 30A. 0406) to review submittals from design firms. These criteria are 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 regional storm water management planning.

(2) Past performance on similar projects, preferably storm water masterplans.

(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 teams’ understanding of the project. Also, provide the team members’ accomplishments and responsibilities from similar projects.
* Five (5) bound booklets no more than **50 pages (25 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.
* 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 **(List square foot costs for all projects shown on SF 330 Part I in bold print within the project description)**.
	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**

**June 27, 2018**

**PROGRAMMING/DESIGN**

**UNC CHARLOTTE**

**Regional Storm Water Masterplan**

**FIRM INFORMATION**

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

Design/Engineering Firm & NC License # Location (Headquarters & Office Serving this Project

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Design/Engineering Firm & NC License # Location (Headquarters & Office Serving this Project)

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

 Design/Engineering Firm & NC License # Location (Headquarters & Office Serving this Project)

 Design/Engineering Firm & NC License # Location (Headquarters & Office Serving this Project)

 Design/Engineering Firm & NC License # Location (Headquarters & Office Serving this Project)

 Add others as required Location (Headquarters & Office Serving this Project)

**Regional Storm Water Masterplan**

**UNC CHARLOTTE**

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: Provide information on personnel only where applicable.)**

**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**

**STRUCTURAL 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**

**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**

**MECHANICAL 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**

**PLUMBING 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**

**ELECTRICAL 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**

**OTHER**

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: