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

Facilities Management

Space Management Dept.

9201 University City Blvd. Charlotte, N.C. 28223-0001 TEL: 704-687-0615

# PROJECT: The University of North Carolina at Charlotte Research Lab Programming and Feasibility Study

**Bioinformatics Fourth Floor and Cameron Second Floor**

Thank you for your interest in the feasibility study. 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**. Submittals are due by **2:00 p.m., August 10, 2017**. 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 three (3) copies of the submittal, along with **one** electronic copy in pdf format (CD, DVD, USB drive, etc. attached to a print submittal) to the attention of Kathryn Horne 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 complete in **September** and firms selected for telephone interviews will be notified at that time.

Please deliver all submittals at the address written above. Any questions about the study should be directed to the Project Manager for the project, Kathryn L. Horne at **khorne16@uncc.edu**

Sincerely,

Kathryn L. Horne, AIA

BACKGROUND:

UNC Charlotte is the fastest growing university in the UNC system and this growth together with the University’s increased focus on increasing research funding create a need for research space. The UNC Charlotte Science Space Utilization Study completed in 2016 identified research space needs for the University. Construction of the new Science Building will not meet all of the University’s needs for research lab space. Therefore, the University wishes to study the feasibility of constructing additional lab space in two existing buildings.

The Bioinformatics building was constructed in 2007 and has approximately 23,000 square feet of unfinished space on the fourth floor. The fourth floor was originally planned to provide wet lab and computational lab research space.

A proposal for a new initiative in computational microbial genomics has been developed by the Department of Bioinformatics and Genomics. The proposal envisions a team-based, interdisciplinary approach to research, bringing together new faculty from Biological Sciences, Environmental Engineering, Geography and Earth Sciences, Health Sciences, Computer Science and others. The fourth floor of Bioinformatics will be the location for this research.

The Cameron Hall building was built in 1991 and has approximately 37,700 square feet on the second floor. The second floor has existing research (wet) labs, offices and a clean room.

Reconfiguration of the existing space to create research labs to support researchers from multiple departments is desired. Potential occupants include Chemistry, Kinesiology and Geography and Earth Science.

Each building/floor will be considered as separate, independent projects that may not be implemented at the same time.

PURPOSE:

The purpose of the programming and feasibility study is to:

* Determine the programmatic space needs for research lab, lab support and offices in Cameron second floor and Bioinformatics fourth floor.
* Make recommendations for space types, square footages and adjacencies and develop a general program for review and consideration by the university.
* Evaluate space in Bioinformatics fourth floor to support the new research initiative proposed by the Department of Bioinformatics and Genomics.
* Evaluate space in Cameron second floor to support research space needs of Chemistry, Kinesiology, Geography and Earth Sciences and other departments identified by UNC Charlotte.
* Develop conceptual floor plans showing how the space can be designed.
* Assess utility and infrastructure needs to support the program, including mechanical electrical plumbing and fire protection.
* Identify phasing requirements (if any).
* Identify probable costs associated with construction including demolition and infrastructure.

SCOPE OF WORK:

The study will include the following scope of work:

* Meetings with Academic Affairs faculty and staff to identify programmatic needs for research space.
* Review and analysis of previous studies.
* Preparation of a preliminary program of spaces.
* Development of multiple floor plan options for providing space identified in the preliminary program.
* Review and analysis of life safety and accessibility (ADA) requirements.
* Review of the building mechanical systems and their ability to support the proposed program.
* Meetings with Academic Affairs, Space Management, Facility Planning, and Capital Projects to review recommendations.
* Development of estimates of probable costs for each option.
* Preparation of a final report including executive summary, review and analysis, and recommendations for build-out of space.
* Presentation of the final report to UNC Charlotte.

SUPPORTING MATERIALS:

* UNC Charlotte Science Space Utilization Study, 2016
* Bioinformatics floor plans and space data
* Cameron floor plans and space data DELIVERABLES:
	+ A preliminary conceptual program of space needs in written and tabular formats.
	+ A written summary of program requirements and required adjacencies.
	+ Floor plans showing options for renovation of existing building to provide required space.
	+ A written summary of how construction work will be accommodated in the existing, occupied building including any temporary relocations, impact on occupancy, impact on existing utility infrastructure, maintenance of required exit paths, etc.
	+ Written executive summaries with description of the analysis, options, and recommendations.
	+ Review of previous studies (noted above).
	+ Estimates of probable costs associated with each option.

SCHEDULE:

* The study must be complete no later than December 15, 2017.

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:

* Specialized or appropriate expertise in the programming, and planning of science research laboratories for higher education.
* Past performance on similar projects within the past 10 years.
* Qualifications of the staff proposed for the planning team.
* Current workload.
* Proposed approach for the study.
* Recent experience with preparing estimates of probable cost for science labs.
* Other factors that may be appropriate for the project.

SUBMITTAL REQUIREMENTS

* Provide a brief overview of the teams’ understanding of the project.
* Provide the team members’ accomplishments and responsibilities on similar projects with a specific focus on team’s experience with research lab planning, programming and design projects and knowledge of current best practices in higher education science research labs.
* Provide a description of the team’s approach to the study including each team members’ responsibilities.
* For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).
* Four (4) bound booklets no more than 50 pages (25 if printing double sided) containing 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.

This sheet is to be the cover sheet for the submittal.

If the submittal is bound or in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL**

**August 10, 2017**

 **UNC CHARLOTTE**

**Research Lab Programming and Feasibility Study**

**FIRM INFORMATION**

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

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

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Mechanical/Plumbing Engineering Firm Location (Headquarters & Office Serving this Project)

Structural Engineering Firm Location (Headquarters & Office Serving this Project)

Lab Planner Location (Headquarters & Office Serving this Project)

Design Firm:

**UNC CHARLOTTE** 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 encouraged to submit resumes 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:

 **%**

**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**

**LAB PLANNER**

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**

**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**

**PLUMMING 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**

Submitted by:

Signature: