

*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**  
**Residence Hall Phase XVI**  
**Code 41226 Item 308**  
**Code 41326 Item 312**  
**Advanced Planning**

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., November 28, 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 **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 December 2017 and firms selected for interviews will be notified at that time. Interviews will be held in mid-December 2017.

There will be a **mandatory** pre-submittal conference for any interested parties held **at 2:00 p.m. on Monday November 13, 2017 in Cone University Center Room 210A**. A non-mandatory walk-through of Moore Hall & Sanford Hall 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  
**Residence Hall Phase XVI**  
Code **41226** Item **308**  
Code **41326** Item **312**  
**Advance Planning/Design Services**

**PROJECT DESCRIPTION**

The project will provide Advance Planning, design, and construction administration for demolition of Sanford & Moore Halls and the construction of a new 750-800 bed complex in a two phase construction and demolition schedule for the entire site over two years. The proposed room configuration will be traditional double rooms supported by communal bathrooms. The new housing complex shall be designed and built using LEED or Green Globes elements. Each floor will include lounges and laundry rooms, and wireless internet access in the student rooms, common areas, lounges, and multi-purpose rooms. This building will utilize brick and pre-cast concrete on the exterior as is typical for this campus.

- Exterior design consistent with established architectural style of surrounding academic facilities;
- An overall concept that uses sustainable practices;
- Site orientation that visually enhances views and connections between the main entrance and other adjacent buildings;
- Simplicity of design with an emphasis on economic and timely construction;
- Effective and efficient HVAC, electrical, and communication systems;
- Apply building design standards and employ LEED/Green Globes building criteria where appropriate.

**Location:**

Sanford and Moore Halls are located in South Village, to the East of the traffic circle at the main entrance on University City Blvd.

**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 new residence halls.
- Knowledge of the Construction Manager at Risk delivery method.
- Experience with new housing projects involving a similar scope and similar design elements.
- Working with user committees.
- North Carolina State Construction Office and Department of Insurance requirements and procedures.
- During the Advance Planning phase the designer will be expected to present schematic sketches to the University showing options of how the project will be developed.
- The Advance Planning Designer's Submittal must demonstrate the design firm's qualifications to perform advance planning, as well as a full architectural service package.

**UNC Charlotte reserves the option to retain the Advance Planning 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 Advance Planning documents and if selected to continue, will also provide SD, DD & CD documents and construction administration as well as inspection services for Residence Hall Phase XVI.

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 Advance Planning for the Residence Hall Phase XVI project in late December 2017. The tentative schedule includes an early site package for demolition of Sanford Hall to be bid in August 2018. Demolition of Sanford Hall is scheduled for mid- January 2019. The remaining schedule includes Residence Hall Phase XVI CD's Design complete January 2019 with construction to begin on the Sanford Hall site in April 2019. The remaining schedule will be prepared with the design team and CM@R during Advanced Planning with the goal of the overall project complete in July 2021.

## **BUDGET**

The total budget for this project is \$55.4M, which must provide for design support services, design fees, furnishings, landscaping, construction of the elements described above, and any off-site utility infrastructure improvements.

### **Additional information:**

The design will be consistent with the South 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 this type of renovation project.
- (2) Past performance on similar projects, preferably residence halls.
- (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:
  - A. UNC Charlotte Required Submittal Cover Sheet
  - B. Designer's Supplemental Information Form
  - C. Cover Letter (Optional)
  - D. 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**).
  - E. 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**  
**November 28, 2017**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**  
**Residence Hall Phase XVI**

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**FIRM INFORMATION**

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Architectural Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Structural Engineering Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Civil Engineering Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Landscape Architectural Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Mechanical Engineering Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Plumbing Engineering Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Electrical Engineering Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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RCDD Firm

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Location (Headquarters & Office Serving this Project)

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Add others as required

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Location (Headquarters & Office Serving this Project)

**Residence Hall Phase XVI  
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:

	%		
<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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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:

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

**RCDD**

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: \_\_\_\_\_