

*The University of North Carolina at Charlotte*  
Capital Projects  
**HICKORY HALL, ROOM 35B**  
9201 University City Blvd.  
Charlotte, N.C. 28223-0001  
TEL: 704/687-0615  
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**PROJECTS: Construction Materials Testing, Special Inspections, and Air Monitoring  
Scott Hall Renovations – Code 41426 Item 311**

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.

**Submittals are due to the Capital Projects office by 2:00 PM April 6, 2017.** Please deliver three (3) print copies and one (1) digital copy of the submittal to the address indicated above. Submittals are to be completed in the Standard Form (SF) 330 (Part I and II), the UNC Charlotte Consultant's Supplemental Information Form, along with any additional information considered appropriate. In your submittal, please emphasize the achievements and qualifications of those persons who would be working on our project. If you present information on previous projects, it would be helpful to inform us how your team members participated on those projects.

Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width. The pages shall be limited to 50 pages total including form 330 but not covers. **Do not transmit any submittal information via email.**

All submittals will be reviewed by an appointed University Evaluation Committee.

Sincerely,

Mr. Brian Kugler  
Project Manager

## **UNC Charlotte Scott Hall Renovation**

Code 41426 Item 311

**PROJECT DESCRIPTION:** The project is for the renovation, interior and exterior, of Scott Hall. The existing building has 12 floors and consists of approximately 106,605 sq. ft. The renovation will require the building to meet the current code requirements, asbestos abatement, upgrades of the elevator equipment, new electrical systems, full window replacements, and a brick clad façade on the exterior of the building. The project construction schedule, to be completed by CM @ Risk, is May 2017 – June 2018.

### **BUDGET**

The current construction budget for the project is approximately \$17,789,000.

### **LOCATION**

The project is a renovation of the existing Scott Hall. Please refer to the campus map - <https://maps.uncc.edu> for building location, adjacent to Alumni Way near Holshouser, Hunt, and Laurel Halls.

## EXPECTATIONS OF THE CONSULTANT

Members of the Consultant's Team must be capable of listening, comprehending and responding to University leaders, Architects, Engineers, and Contractors working with the University. The Consultants team must include professionals who can demonstrate high standards of accomplishments and knowledge in the following areas:

- North Carolina State Construction Office procedures
- Providing materials testing in a timely fashion and promptly distributing results
- Laboratory testing of soils and concrete
- Special Inspections knowledge and SI qualified personnel
- Ability to issue Final Special Inspections Final Report at project conclusion
- Engineering and review reporting
- Knowledge of Chapter 17 building code

## SPECIAL INSPECTIONS REQUIREMENTS

"Special inspections" means detailed inspections of materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with construction documents and referenced standards as per Section 1704 of the NC State Building Code.

Individuals providing inspections shall meet the following minimum criteria of certification and/or documented experience. Work experience must be related to the field for which the inspector is being utilized. Work experience may be gained by working for an inspection/testing agency, an engineering firm, or a contractor as a technician, inspector or engineer.

The construction divisions which may require special inspections for these projects are as follows:

- |   |  |
|---|--|
| <input type="checkbox"/> IT-1 Verification of Soils                       | <input type="checkbox"/> IT-12 Welding                                   |
| <input type="checkbox"/> IT-2 Excavation and Fill                         | <input type="checkbox"/> IT-13 High Strength Bolts & Steel Framing Insp. |
| <input type="checkbox"/> IT-3 Piling and Drilling Piers                   | <input type="checkbox"/> IT-14 Sprayed Fire-Resistance Materials         |
| <input type="checkbox"/> IT-4 Modular Retaining Walls                     | <input type="checkbox"/> IT-15 Exterior Insulation and Finish system     |
| <input type="checkbox"/> IT-5 Reinforced Concrete                         | <input type="checkbox"/> IT-16 Seismic Resistance                        |
| <input type="checkbox"/> IT-6 Post Tension Slab                           | <input type="checkbox"/> IT-17 Smoke Controls                            |
| <input type="checkbox"/> IT-7 Pre-cast Concrete Erection                  | <input type="checkbox"/> IT-18 Detention Basin                           |
| <input type="checkbox"/> IT-8 Pre-stressed Concrete                       | <input type="checkbox"/> IT-19 Special Cases (Rammed Aggregate Piers)    |
| <input type="checkbox"/> IT-9 Inspection of Pre-Cast Fabricators          |  |
| <input type="checkbox"/> IT-10 Inspection of Structural Steel Fabricators |  |
| <input type="checkbox"/> IT-11 Structural Masonry                         |  |

### Responsibilities and role of the Special Inspector:

During Pre-Construction Phase

- Provide Owner or Designer an estimated fee to provide special inspections if requested.
- Participate in preconstruction meeting.

During Construction Phase

- The Special Inspector shall provide all inspections outlined in the scope as defined in the Statement of Special Inspections, except those performed by the SER. The SI may retain the services of other qualified Agents of the Special Inspector (Agents) to conduct particular inspections and tests. The Special Inspector shall provide and distribute all field reports as agreed upon in the preconstruction

meeting. Efforts shall be made to avoid duplication of inspections.

- Administer special inspection process. The SI is responsible for managing and coordinating the efforts of the various agents.
- Adhere to reporting requirements outlined in Chapter 8.
- For simple deficiencies discovered, the Special Inspector shall immediately inform the Contractor of the deficiency. The SI makes a record of the deficiency and a record of the corrective actions taken in the Discrepancy Notice.
- For complex deficiencies, the SI immediately informs the Contractor, the remainder of the Design Team, and the Owner of the complex deficiency in the Discrepancy Notice. The SI must be present during the remedial actions with the frequency assigned to the original inspection requirements. Upon completion of any remedial actions, the SI notifies the Designer and the Owner that the work is ready for reevaluation.
- SI shall keep separate his time spent to review corrected deficiencies. Owner's special inspection costs incurred after identification of the initial deficiency will be reimbursed to the Owner by the Contractor at the conclusion of the project via deductive change order.
- The Special Inspector shall attend monthly meetings during phase of construction special inspections are required.

Special inspection will be required to follow all requirements of Chapter 8 of the State of North Carolina Department of Administration State Construction Office Special Inspections Guidelines.

## **CONSTRUCTION MATERIALS TESTING**

The ITL will be responsible for but not limited to performing:

- Soil density testing
- Foundation bearing
- Concrete sampling and testing (foundations and slabs)
- Structural steel testing and inspection not covered by Article 112.2m3 of the North Carolina State construction manual as Designer's responsibility (bolt torqueing and structural testing)
- Laboratory testing of soils and concrete; engineering and review; and reporting.
- Roofing
- Asphalt
- Paint

During Pre-Construction Phase

- Participate in preconstruction meeting.

During Construction Phase

- The ITL provides tests as outlined in the contract specifications.
- The ITL may provide special inspections services as an Agent of the SI, under contract with the SI.
- The ITL may provide special inspection services under contract directly with the Owner or Designer.
- Distribute documentation as agreed upon in preconstruction meeting.

## **AIR MONITORING**

During abatement activities, air monitoring services will be provided per North Carolina Administrative Code, Title 10A Subchapter 41C, Section 0600 – Asbestos Hazard Management Branch Program for asbestos removal. A North Carolina Health Hazards Control Unit (NC HHCU) accredited Air Monitor will be employed full-time for this project, acting as the Owner’s Industrial Hygienist (OIH). The OIH will work under the direct supervision of a North Carolina accredited Supervising Air Monitor (SAM).

- SAM will prepare an asbestos air monitoring plan and perform site visits as required by NC HHCU regulations.
- OIH will observe contractor performing removal work to verify that work is being done in accordance with the project specifications.
- OIH will prepare daily observation reports.
- OIH will perform asbestos air monitoring, including analysis of up to ten air samples per nine-hour shift.
- OIH will collect ambient air samples from public areas adjacent to the removal area in accordance with AHERA (40 CFR 763).
- Following completion, OIH will visually confirm abatement of ACMs has been completed.
- At project conclusion, a final report of findings will be delivered to the Owner including project description, air sampling results, and final clearance documentation and description.

**UNC CHARLOTTE PROJECT:**

**UNC Charlotte Scott Hall Renovation**  
Code 41426 Item 311  
**Designer: KSQ Design – Mr. David Cherry**

**CONSULTANT’S SUPPLEMENTAL INFORMATION**

**Instructions:** Provide information listed below. 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.**

**PROJECT ENGINEER IN CHARGE.**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Provide resume.

<b>Most Recent NC Projects</b>	<b>NC SCO ID#</b>	<b>% Comp.</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ENGINEERING TECHNICIAN** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Provide resume.

<b>Most Recent NC Projects</b>	<b>NC SCO ID#</b>	<b>% Comp.</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ENGINEERING TECHNICIAN** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Provide resume.

<b>Most Recent NC Projects</b>	<b>NC SCO ID#</b>	<b>% Comp.</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CERTIFIED WELDING INSPECTOR**

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Most Recent NC Projects	NC SCO ID#	% Comp.	Location	Responsibility
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CERTIFIED STRUCTURAL STEEL INSPECTOR** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Most Recent NC Projects	NC SCO ID#	% Comp.	Location	Responsibility
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CERTIFIED ROOFING INSPECTOR** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Most Recent NC Projects	NC SCO ID#	% Comp.	Location	Responsibility
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CERTIFIED SPECIAL INSPECTOR** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Most Recent NC Projects	NC SCO ID#	% Comp.	Location	Responsibility
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NC HHCU-ACCREDITED AIR MONITOR (OIH)** (The person who will be onsite throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Provide resume.

<b>Most Recent NC Projects</b>	<b>NC SCO ID#</b>	<b>% Comp.</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SUPERVISING AIR MONITOR (SAM)** (The person who will be assigned throughout the project).

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_

Licenses \_\_\_\_\_

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

Provide resume.

<b>Most Recent NC Projects</b>	<b>NC SCO ID#</b>	<b>% Comp.</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____