

The University of North Carolina at Charlotte
Planning, Design and Construction
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Softball Locker Rooms and Offices
 Advance 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 40 pages – including standard forms. Submittals are due at the address noted below by 2:00 p.m., November 10, 2021. 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 two copies of the submittal, along with **one** electronic copy in pdf format (USB drive, etc. attached to the print 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 file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in December 2021 and firms selected for interviews will be notified at that time.

Please deliver all submittals to Joyce Clay at the address written above. Any questions about the project should be directed to the Project Manager, Stephanie Cooper at scoope57@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Softball Locker Rooms and Offices
Advance Planning

PROJECT DESCRIPTION:

The project is for the advance planning of a locker rooms and offices for softball. This facility is anticipated to be approximately 4,000 gross square foot and will include coaches offices, locker rooms, team room, equipment room, taping room and support spaces.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The University's Design Manual and Campus Master Plan can be viewed at:

<http://facilities.uncc.edu/>

Some of the important design elements will be:

- Exterior design consistent with established architectural style of campus, university master plan, and university design manual.
- Site orientation as it relates to the existing softball field and existing facilities.
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems;

Location

The project site is located at the Sue M Daughtridge Stadium adjacent to the Softball Training Facility.

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact placement and orientation of the building on the site. During the Advance Planning Phase, the designer will be expected to present schematic sketches which will present options to the University showing how the project area will be developed including space allocations, relationships to existing buildings and site features including roads, walks, easements, topography, etc.

The Designer will provide three-dimensional perspective views of the exterior of the building as the design is developed. The building must be compatible with the existing palate of materials of university buildings.

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

- Design of athletic facilities for higher education at a NCAA Division 1 level;
- Site design that responds to existing conditions and meets regulatory requirements for land development;
- Programming, designing and administering construction of projects within budgets and in a timely manner;

- Working with multiple user groups and committees;
- Knowledge of North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Building Information Modeling from design through construction.
- Success in working with multiple design disciplines.

SCOPE OF WORK:

The Softball Locker Rooms and Offices project will provide needed additional space for locker rooms, coaching staff offices & meeting space, training room and equipment storage for the softball team at UNC Charlotte.

The purpose of the advance planning phase is to realistically define design goals and objectives relative to the budget and develop the program and schematic design.

The Designer will review feasibility study, preliminary programming documents, facility requirements and conceptual site plans.

The design team will work with UNC Charlotte Athletics staff to develop and refine the program of spaces, site plan for a new facility. The Advance Planning phase will include development and presentation of options for the most economical and cost-effective building and site design. Meetings with end users and facilities management staff will be necessary to define programmatic needs, functions, traffic patterns, layout and equipment.

The advance planning shall include the elements defined in the NC State Construction Office Manual:

- Site plan showing placement on the site and relationship to existing and future facilities, roads, topography, natural features.
- The space program should include individual room square footages, primary adjacencies and special space requirements for building equipment such as mechanical, electrical, plumbing and structural systems. This information shall be in spreadsheet format. A total of the gross square footage required for the facility will be included.
- Functional and adjacency diagrams shall be developed showing the relationship of building spaces.
- Descriptive narratives and cost estimates of all spaces including technical, mechanical, electrical, plumbing and telecommunications, as established by the consultants.
- Descriptive narratives for support spaces including service areas, mechanical, electrical and plumbing spaces, maintenance facilities, and other required spaces not listed above.
- Building demand for basic utility services to the building including water, sewer, power, gas, telecommunications and HVAC systems. The Program shall include utility and other service extensions, such as lighting, and sidewalks, to connect with the existing UNC Charlotte system.
- Concept diagrams and descriptive narratives for student, faculty, visitor and staff entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.
- Concept diagrams and descriptive narratives of vehicular access to accommodate adjacent

- building deliveries, emergency access, maintenance and waste disposal services.
- An evaluation of site requirements for parking, lighting, security and required connections to both current and future building needs.
- Site development costs for drainage, roads, parking, walks, irrigation, signage, utilities, etc.
- A preliminary project schedule identifying milestone design and construction delivery dates. The schedule should include owner and regulatory reviews times and any special starting or phasing requirements.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget and schedule requirements.

The Designer shall develop a final Program and Advance Planning Document that meets University's needs and requirements for submission to State Construction Office for approval (refer to State Construction Manual, Section 305).

Upon successful completion of the Advance Planning phase, university staff may solicit complete and comprehensive design services for the project from the designer and their subconsultants. Refer to State Construction Office Chapter 300, Project Design Phases.

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 athletic facilities for higher education.
- (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) HUB representation in proposed team and a brief description of potential opportunities or strategies for the inclusion of HUB consultants on the project and other factors that may be appropriate for the project.

Note:

The current workload and past performance of sub-consultants on the designer's team will also be considered when evaluating qualifications.

For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).

SCHEDULE:

The designer must be able to complete all requirements of the contract and complete the Advance Planning for this project prior to March 1, 2022.

BUDGET:

The total project budget including construction, design fees, equipment and contingency is approximately \$2,500,000.

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

ADVANCE PLANNING/DESIGN

UNC CHARLOTTE Softball Locker Rooms and Offices

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc)

Location (Headquarters & Office Serving this Project)

**Softball Locker Rooms and Offices
UNC CHARLOTTE**

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 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SITE/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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

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: _____