



The University of North Carolina at Charlotte

Planning, Design, and Construction
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-678-7217

**PROJECT: UNC Charlotte
Stormwater Master Plan Implementation, Phase 1
Design Services
Code 42126 Item 314**

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, 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 by 2:00pm, Wednesday, 7 September, 2022

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 **one** copy of the submittal, along with **one** electronic copy in pdf format (CD, DVD, USB drive, etc.) attached to a printed submittal) at the address noted above. 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 August 2022 and firms selected for interviews will be notified at that time.

Please deliver all submittals to Matthew Frazier at the address written above. Any questions about the project should be directed in writing to the Project Manager, **Matthew Frazier** at mfrazi31@unc.edu. Please do not contact other UNC Charlotte staff.

Sincerely,

Kathryn L. Horne, FAIA
Director of Planning, Design, & Construction



The University of North Carolina at Charlotte
Stormwater Master Plan Implementation, Phase 1
Design Services
Code **42126** Item **314**

I. PROJECT DESCRIPTION

The University is under the City of Charlotte's stormwater permit. As such, it must comply with the City's Post Construction Stormwater Ordinances. Analysis completed as part of the Stormwater Master Plan shows that the University must increase the built upon area (BUA) that is treated by stormwater control measures (SCM's). This is critical to ensure the construction of future projects which add additional impervious surface such as buildings, parking lots, roads, and walkways will not be delayed due to a failure to meet City of Charlotte Stormwater Regulations. The Master Plan proposes a regional approach to managing stormwater. It identifies over 30 possible locations and sizes for future stormwater control measures (SCM), to achieve and maintain compliance with the City of Charlotte Post Construction Stormwater Ordinance (PCSO). In addition, there are numerous areas around campus that have been severely impacted by uncontrolled stormwater runoff. This project will take these and other considerations into account when selecting the project site.

This project will include design and construction of one or more SCMs to reduce UNC Charlotte's current BUA treatment deficit and address stormwater management needs. The SCM(s) will comply with the regulatory requirements of the City of Charlotte, reduce UNC Charlotte's deficit, highlight stormwater as a resource, contribute to the aesthetic quality of the campus, and be a campus amenity that provides an educational component.

II. EXPECTATIONS OF THE DESIGNER

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

- Design, construction and permitting of City of Charlotte Post Construction Stormwater Ordinance stormwater control measures.
- Working in a campus environment
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures
- Working with multiple user groups, committees, and University customers
- Demonstrated ability to design compliant, creative, and cost-effective solutions
- Combining functional, aesthetic, and educational functions to create public amenities
- Experience working with natural systems; including habitat restoration, wetlands, stream restoration, and landscaping.
- Construction, maintenance and upkeep of stormwater, habitat areas, and native landscaped areas
- Experience working with regulatory agencies

III. SCOPE OF WORK:

The scope of work includes understanding of the UNC Charlotte Stormwater Master Plan and other pertinent information regarding campus stormwater, analysis of potential SCM(s) including location, size, and type to develop recommendations for design and construction. The project will incorporate development of educational and aesthetic aspects that includes native plant centric landscape. Also included is the necessary documentation required to obtain a City of Charlotte Stormwater Management permit, and all other regulatory permits and approval.

The design team will work through the UNC Charlotte Planning Design and Construction project manager with a committee that includes representatives from Facilities Management Engineering, Grounds, Sustainability, Operations and others as necessary.

IV. 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 the type of project
- 2) Past performance on similar projects.
- 3) Adequate staff and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology for the project.
- 6) Recent experience with project costs and schedules.
- 7) Construction administration capabilities.
- 8) Proximity to and familiarity with the area where the project is located.
- 9) Record of successfully completed projects without major legal or technical problems.
- 10) HUB participation on the design team and/or consultants
- 11) 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 be considered when evaluating qualifications. **For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).**

V. SUBMITTAL REQUIREMENTS

- Provide a brief overview of the team's understanding of the project.
- Provide the team members' experience and responsibilities with similar projects.
- Page limit shall be inclusive of Standard Form 330 Parts I & II.
- Submit qualifications in digital PDF file type 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
- 5) Supplemental information addressing the Designer Selection Criteria outlined above.

VI. SCHEDULE

The design of the project will begin immediately after a contract is executed and will proceed through bidding to the end of construction.

VII. BUDGET

The total project budget is \$3,000,000, which includes design fees, survey, testing, permitting, and other associated design and construction costs.

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

September 7, 2022

DESIGN SERVICES

UNC CHARLOTTE

Stormwater Master Plan Implementation, Phase 1

FIRM INFORMATION

Civil Engineer/Landscape Architect & NC License #

Location (Headquarters & Office Serving this Project)

Design Firm & NC License #

Location (Headquarters & Office Serving this Project)

Sub Consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Cost Estimating Firm

Location (Headquarters & Office Serving this Project)

**Stormwater Master Plan Implementation,
Phase 1
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. 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.

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

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

Submitted by: _____

Signature: _____