

The University of North Carolina at Charlotte

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, NC 28223

Telephone: 704-687-0615

PROJECT: **UNC Charlotte**
 Student Government Office Renovations
 Design/Construction Administration Services
 Code 41726 Item 305

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, 20 pages when printing double sided—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., Thursday, March 15, 2018. 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 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 **late March**, and firms winnowed for interviews will be notified at that time. Interviews will take place **early April**.

The proposed site is open for review at any time.

Please deliver all submittals to me at the address provided above. Any questions about the project should be directed to the Project Manager, **Ms. Lisa Lanier** at llanier@uncc.edu.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Student Government Office Renovations
Design/Construction Administration Services
Code **41726** Item **305**

I. PROJECT DESCRIPTION:

The project is for the renovation of approximately 9,700 square feet on the second floor in Popp Martin Student Union to accommodate the growing needs of the Student Government offices, and will include renovations of the existing Student Government Office space (Suite 212) and the Multicultural Center (Suite 210). The design intent is to combine and open these suites in order to promote a more social and collaborative work environment in response to a growing student population. Design Services will require an assessment of space needs, Construction Document and material specifications production and Construction Administration services, and associated project cost estimates which will include associated work to the HVAC, fire alarm, ITS, and electrical systems. No structural, civil, or plumbing engineering components are anticipated in this scope of work.

The design will be consistent with the Guiding Principles of the Campus Master Plan—www.masterplan.uncc.edu and the University Design & Construction Manual—<http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

- An overall concept that opens up interior views, enhancing student interaction with the space;
- Storefront elevation that visually enhances views and connections between Student Government offices and interior of Popp Martin Student Union;
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems, including integration through renovations with the existing Student Union systems (i.e. fire alarm systems);
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

Location

The Student Government Office site is located within the Popp Martin Student Union on the 2nd floor (#69 on the campus map—<http://facilities.uncc.edu/maps>). The design team will need to anticipate and plan for the impact and disruption of a heavily occupied and utilized building, both inside and around perimeter of building, and the impact and logistics of material delivery during construction.

II. EXPECTATIONS OF THE DESIGNER:

The Design team must include professionals who can demonstrate high standards of

accomplishments and knowledge in the following areas:

- Designing and administering construction of renovation projects within budget and in a timely manner—proven track records;
- Working with multiple user groups, committees, and University customers;
- Success in working with buildings which are currently occupied;
- 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.

III. SCOPE OF WORK:

The scope of work includes existing condition reviews and recommendations for the renovation of approximately 9,700 square feet of space within the Student Union to accommodate expanded Student Government Offices and collaboration areas for UNC Charlotte students. The Designer will provide SD/DD, CD's, associated cost estimates, and Construction Administration services. Please note: A preliminary plan has been developed and approved under a previous pre-programming design contract. The Designer should assume this plan as basis of continuation of design.

The Designer is expected to produce schematic sketches that will present options to the University of how the project area will be developed, including space allocations, storefront elevations, and interior three-dimensional perspective views utilizing CAD software as the design evolves. The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities at UNC Charlotte. The designs should respond to University leaders who will give both general and specific guidance for desired project attributes.

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

The Designer shall develop final Documents that meet University needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 306).

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 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) 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).

V. 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 **40 pages (20 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 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.**

VI. SCHEDULE

The Designer must be able to complete all requirements of the contract and complete the Construction Documents for bidding **by September 28, 2018**.

VII. BUDGET

The current budget for this project is **\$1,200,000** which will include design support services, design fees, equipment, construction, and any associated utility infrastructure and controls integration improvements.

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
March 15, 2018

DESIGN / CONSTRUCTION ADMINISTRATION
SERVICES

UNC CHARLOTTE
STUDENT GOVERNMENT OFFICE
RENOVATIONS

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Sub Consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical Engineering Firm

Location (Headquarters & Office Serving this Project)

Electrical Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

**Student Government Office Renovations
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____