

***The University of North Carolina at Charlotte***

Planning, Design, and Construction

Facilities Management 2<sup>nd</sup> Floor

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-678-7217

**PROJECT:   UNC Charlotte  
              Woodward-Controls & Lab HVAC Modernization  
              Design and Construction Administrative Services  
              Code 42126 Item 313**

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, February 8, 2023.**

**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 USB drive 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 February 2023 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to Jeanine Bachtel [jbachtel@uncc.edu](mailto:jbachtel@uncc.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  
**Woodward-Controls & Lab HVAC Modernization**  
Design Services and Construction Administrative Services  
Code **42126** Item **313**

**I. PROJECT DESCRIPTION**

The proposed project is for Woodward Controls upgrades as the current systems are outdated. The upgrades to the Woodward controls will include design for the following:

- New LON controllers on VAV's, AHU's and miscellaneous equipment
- New pneumatic actuators to electric (Dampers and valves on Ahu's)
- Upgrades Phoenix controls from Pneumatic to DDC
- Replacement of Vivarium Room DP sensors with monitors with local displays and door monitoring
- Review design of Glycol system for AHU's s 5&6 as current units do not have supplemental heat (history of tripping freeze-stat)

**EXPECTATIONS OF THE DESIGNER**

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

- Demonstrated experience with building controls design
- Demonstrated experience with building steam systems providing steam to lab equipment.
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures
- Working with multiple user groups, committees, and University customers
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

**II. SCOPE OF WORK:**

The Designer will review and evaluate all data furnished by the University including existing building documents, reports and records from maintenance operations.

The Designer shall provide combined SD/DD & CD documents and estimated construction costs for university review and for required SCO submittals. Designer shall also provide bidding services, contracts review, and construction administration services.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

The Designer shall submit all necessary documents to North Carolina State Construction Office (SCO) for review and approval.

### **III. 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

### **IV. SCHEDULE**

The design of the project will begin immediately after a contract is executed (May 2023) and will proceed through bidding (October 2023). Actual construction will be determined based on availability of materials and coordinating with building liaisons.

### **V. BUDGET**

The total project budget is \$2,700,000, which includes design fees, soft costs and all associated 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**

**February 8, 2023**

**DESIGN SERVICES AND CONSTRUCTION  
ADMINISTRATION  
UNC CHARLOTTE  
Woodward-Controls & Lab HVAC Modernization**

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**FIRM INFORMATION**

\_\_\_\_\_  
Architectural/Engineering Firm & NC License #

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Other Consultants (as needed) & NC License #

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

**Woodward-Controls & Lab HVAC  
Modernization  
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:

| <b>Past or Current Projects</b> | <b>%<br/>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>%<br/>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>%<br/>Complete</b> | <b>Location</b> | <b>Responsibility</b> |
|---------------------------------|-----------------------|-----------------|-----------------------|
| _____                           | _____                 | _____           | _____                 |
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Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_