

*The University of North Carolina at Charlotte*  
Capital Projects  
Facilities Management  
9151 S Cameron Blvd.  
Charlotte, N.C. 28223-0001  
TEL: 704-687-0615

PROJECT: **UNC Charlotte**  
**Chiller\Condenser Water**  
**System Renewal Design**  
**Services**  
**Code:42326 Item:322**

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 30 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **October 24th 2024** 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 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 completed by **Early November** and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above

Sincerely,

LaKeya Hewlin

The University of North Carolina at Charlotte  
**Chiller/Condenser Water System Renewal**  
Design  
Services  
Code:42326  
Item:322

**PROJECT DESCRIPTION: Chiller\Condenser Water System Renewal**

The project will include the design scope of the following items:

The central region of the campus consists of various buildings such as Kennedy, Atkins, Cone, King, Reese, SAC, Atkins, Rowe, Colvard,, Storrs, Robinson. These facilities serve as academic, athletics and administrative buildings. Due to system age, most of the cooling generating systems are end of life and require strategized upgrades.

The Chiller\Condenser Water System Renewal project is designed to upgrade the existing end of life systems which are outdated and no longer meeting functionality requirements.

This project will focus on upgrading the chilled water and distribution systems at the central campus region of the campus.

**EXPECTATIONS OF THE DESIGNER:**

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

- North Carolina State Construction Office and Department of Insurance requirements and procedures.
- Demonstrated experience with the design of chilled water systems including primary-secondary and tertiary chilled water distribution systems. Associated controls, building control sensors, and sequence of operations design.
- Success in working with other required disciplines for project design deliverables.

## **SCOPE OF WORK:**

The Designer shall be responsible for, but not limited to, the following items:

- Review all data furnished by the University including existing building documents, reports and records as well as onsite evaluation of the existing HVAC and controls.
- Meet with the University Engineering and Maintenance Operations Department to review design requirements and expectations for the project success.
- Prepare LCCA, SD/DD and CD plans and specifications in accordance with the NC SCO requirements.
- Provide bidding, contracting assistance and construction administration services.

## **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 the 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: One designer will be selected to furnish design for Kennedy Chiller/Condenser Water System Renewal

## **SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Construction Document submission for this project in **November 2025**.

## **BUDGET:**

The total budget for this project is \$14,000,000.00 which must provide for design support services, design fees, Construction Administration, and construction of the project scope described above.

This sheet is to be the cover sheet for the submission. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL DESIGN**  
**October 24th 2024**

**UNC CHARLOTTE**  
**Chiller/Condenser Water System Renewal**

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**FIRM INFORMATION**

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Engineering Firm

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Location (Headquarters & Office Serving this Project)

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Add others as needed

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Location (Headquarters & Office Serving this Project)

**Chiller/Condenser  
Water System Renewal  
UNC CHARLOTTE  
Code:42326 Item:322**

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 requested to submit Standard Form 330 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:

	%		
<b>Past or Current Projects</b>	<b>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>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>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: \_\_\_\_\_

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