

The University of North Carolina at Charlotte

Planning Design and Construction

Facilities Management

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704/687-0509

PROJECT: **UNC Charlotte**
 Smith Comprehensive Renovation
 Code 42426 Item 301
 Advance Planning

Thank you for your interest in the subject project. This information is being provided to all firms that express an interest in the design of the project. Submittals are due by **2:00 p.m. October 9, 2024. Please deliver submittals to the Facilities Management and Police and Public Safety Building (# 0055), Room 207. <http://facilities.uncc.edu/maps>**

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) to the address noted above. The 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 in October and firms selected for interviews will be notified at that time.

There will be a **mandatory** pre-submittal conference for any interested parties held **at 2:00 p.m. on September 17, 2024, in Denny Building, Room 120.**

<https://facilities.charlotte.edu/our-services/maps/interactive-campus-map/>

A non-mandatory tour of the building will take place immediately following the meeting. Visitor parking is available in East Deck 1. A printable parking map is available at the following link. <https://pats.charlotte.edu/parking/parking-maps>

Please deliver all submittals to LaKeya Hewlin to the address above. Please do not contact members of the Board of Trustees, or any university faculty or staff other than the project manager. All questions are to be submitted in writing to the **Project Manager, Cheryl Walker, at cwalk118@charlotte.edu.**

Sincerely,

Kathryn L. Horne, FAIA
Director of Planning, University Architect

The University of North Carolina at Charlotte
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PROJECT DESCRIPTION

The project is for the Advance Planning for the comprehensive renovation of the Smith Building. The Smith building, constructed in 1966 with 92,512 GSF, is the home of the Engineering Technology and Construction Management program and the William States Lee College of Engineering's common first-year curriculum for all engineering students. The existing classrooms, computer labs, research labs, and faculty offices are outdated and no longer meet the requirements of today's academic programs. The program will include project-based engineering instruction labs, active learning classrooms, research labs, collaboration space and faculty and administration offices to support UNC Charlotte engineering programs.

The comprehensive renovation will address building system upgrades of the mechanical (HVAC) systems including the rooftop condensing unit, existing air handling units, replacement of VAV and exhaust systems. The existing HVAC system controls will be replaced with a new controls system. Electrical, plumbing and fire protection systems will be upgraded to support the new building program. Renovations will address ADA and building code compliance deficiencies.

PROJECT LOCATION

The Smith building is located at 319 Library Lane, Charlotte, NC 28223. Building <http://facilities.uncc.edu/maps>

SCOPE OF WORK

The Designer will work with UNC Charlotte Facilities Management Planning and Project Management representatives, college and department representatives and campus stakeholders to define project needs, functions, adjacencies, program of spaces, narrative descriptions of building systems, site improvements, floor plans, building elevations, equipment requirements and project costs. Presentations to committees and university leadership to present options, solicit input and present recommendations will be required. Advance Planning documents will be submitted to the Office of State Construction for approval.

Upon successful completion of the Advance Planning phase, the University may solicit complete design services for the project from the designer and their subconsultants.

EXPECTATIONS OF THE DESIGNER

The design team should include professionals who demonstrate experience and knowledge in the following areas:

- Experience programming, planning, and designing academic instruction and engineering facilities for higher education.
- Experience designing active learning environments for higher education.
- Experience designing engineering research labs.
- Demonstrated ability to provide cost-effective design.
- Experience incorporating sustainable strategies in building and site design.
- Demonstrated ability to coordinate projects that involve multiple stakeholders.
- Successful experience in providing cost effective solutions for projects of this scope.
- Experience with North Carolina State Construction Office and UNC System requirements and procedure.
- UNC Charlotte encourages inclusion of HUB/SBE firms and vendors.

DESIGNER SELECTION CRITERIA

As detailed in the North Carolina Administrative Code (01 NCAC 30D.0303), the University's Designer Selection Committee will evaluate submittals and make a recommendation using the following criteria:

1. Specialized or appropriate expertise in the programming and design of renovation with phased construction in an occupied building with possible phasing.
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.

SUBMITTAL REQUIREMENTS

1. Provide a brief overview of the team's understanding of the project.
2. Provide the team members' accomplishments and responsibilities on similar projects with a specific focus on team's experience designing engineering instructional and research facilities for higher education.
3. Provide a description of the team's approach to delivering the project including individual team members' roles and responsibilities.
4. For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).
5. One (1) bound booklet no greater than 12½ inches in height and 9½ inches in width, maximum 50 pages, (25 pages when printed double sided) – including Standard Form 330 Parts I & II, cover letters, and UNC Charlotte Submittal Cover Sheets and excluding the cover, tabs, separators, clear covers, blank pages, or backs.
6. Submit electronic file on USB drive in pdf format.
7. Provide Information in the following Order:
 - A. UNC Charlotte Submittal Cover Sheet
 - B. Designer's Supplemental Information Form
 - C. Cover Letter (Optional)
 - D. SF 330 Parts I & II (List square foot costs for all projects shown on SF 330 Part I within the project description).
 - E. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

BUDGET

The total project budget is \$41,950,000 which includes all costs associated with the project such as design fees, furnishings, equipment, landscaping, construction, and commissioning of the elements described above and any off-site utility infrastructure improvements.

Smith Comprehensive Renovation and Expansion
Request for Qualifications
Code 42426 Item 301
Advance Planning

This sheet is to be **UNC Charlotte's Required Submittal Cover Sheet**. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL
SMITH COMPREHENSIVE RENOVATION
Code 42426 Item 301
ADVANCE PLANNING
UNC CHARLOTTE

FIRM INFORMATION

Architectural Firm

Location (Headquarters & Office for this project)

NC Firm License

Site/Civil Engineering Firm

Location (Headquarters & Office for this project)

NC Firm License

Mechanical / Electrical Engineering Firm

Location (Headquarters & Office for this project)

NC Firm License

Structural Engineering Firm

Location (Headquarters & Office for this project)

NC Firm License

RCDD Firm

Location (Headquarters & Office for this project)

NC Firm License

Other Consultant

Location (Headquarters & Office for this project)

NC Firm License

Other Consultant

Location (Headquarters & Office for this project)

NC Firm License

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 have more than one responsibility. Add additional sheets as necessary. In addition to this form, design firms are encouraged to submit SF 330 resumes for all personnel who will work on the project.

List recent relevant projects including any relevant North Carolina state-owned projects.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Past or Current Projects	%		Responsibility
	Complete	Location	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Past or Current Projects	%		Responsibility
	Complete	Location	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Past or Current Projects	%		Responsibility
	Complete	Location	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SITE/CIVIL ENGINEER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Smith Comprehensive Renovation and Expansion
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Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name: _____ License # _____ Office Location _____

List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____

