

The University of North Carolina at Charlotte

Planning, Design & Construction
2nd Floor - Facilities Management
9151 Cameron Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Klein College of Science Dean's Suite Renovation
 Code 42426 Item 306

Thank you for your interest in the Klein College of Science Dean's Suite Renovation 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 60 pages including standard forms. Submittals are due **January 8, 2025 by 2:00 p.m.** 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 print submittal) to Room 200A at 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 complete in **January 2025** and firms selected for interviews will be notified at that time.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager, **Lita Rodgers** at lita.rodgers@charlotte.edu.

Sincerely,

Jeanine Bachtel
Director, Project Management

The University of North Carolina at Charlotte
Klein College of Science Dean's Suite Renovation
Design Services
Code **42426** Item **306**

PROJECT DESCRIPTION:

The project is for the construction of the Klein College of Science Dean's Suite Renovation. Existing space within the Klein College of Science building will provide administrative offices for the dean, including the dean's office, conference room, reception area, and offices for associate deans. The project will include demolition of existing walls, ceilings, and construction of new walls, doors, ceilings, lighting and associated electrical and data infrastructure.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The University's Design and Construction Manual and Campus Master Plan can be viewed at: <http://facilities.uncc.edu/>

Some of the important design elements will be:

- Design compatible with the architectural style of campus, university master plan, and university design manual.
- Renovation and development that enhances the visual aesthetic of the existing space and is sympathetic to the context of the existing building design while providing for the functional needs of the Dean's administrative office suite.
- Simplicity of design with an emphasis on economical construction and maintainability.
- Effective and efficient HVAC, electrical, and communication systems.
- Safety of visitors, students, and staff during construction.

Location

The Dean's Suite renovation is to be located on the first floor within the Klein College of Science.

EXPECTATIONS OF THE DESIGNER:

The designer will develop design concepts based upon criteria important to the Klein College of Science Dean, building staff and other campus stakeholders. The designer will be expected to present conceptual diagrams, drawings, and three-dimensional views to illustrate options for how the project will be developed. The designer will also present space allocations and programs, conceptual plans and three-dimensional renderings showing design characteristics of the renovated interior spaces. Estimates of probable cost demonstrating adherence to the established construction budget are required.

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

- Programming, designing, and administering construction of projects within budgets and on schedule.
- Familiarity with design incorporating sustainable strategies.
- Working with multiple user groups and committees to build consensus on program and design.
- Familiarity with 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.

SCOPE OF WORK:

The Klein College of Science Dean's Suite Renovation will include architectural, mechanical, electrical, fire protection, audiovisual, data, technology, and IT design.

The design team will meet with campus stakeholders, including facilities management personnel, Klein College of Science Staff, and leadership as necessary to define programmatic needs and functions and renovation requirements.

The design team will prepare schematic design / conceptual designs, design development services, construction documents, bidding and negotiation and construction contract administration services, including cost analysis of developed options.

The design team will respond to input and review comments from the University and the Office of State Construction.

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 this 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) Historically Underutilized Business (HUB) participation and utilization in the team structure.
- (11) The team's recent experience with NC State Construction Office.

Note:

For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).

BUDGET:

The total budget for this project is \$600,000.00 which includes all design support services, design fees, furnishings, technology infrastructure, construction and commissioning of the elements described above.

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
January 8, 2025

Architectural Services

UNC CHARLOTTE
Code 42426 Item 306

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc.)

Location (Headquarters & Office Serving this Project)

Klein College of Science
Dean's Suite Renovation
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 disciplines as necessary. In addition to this form, submit resumes for all personnel who will work on the project.

List most recent projects on which this person has participated; indicate which are North Carolina State-owned:

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

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

DESIGN LEADER

Name: _____ License # _____ Office Location _____

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

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

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

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____

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

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____

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

Submitted by: _____

Signature: _____