

The University of North Carolina at Charlotte

Project Management
Facilities Management 2nd Floor
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Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
 Burson Exterior Bridge Replacement
 Design Services
 Code 42426 Item 315

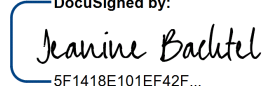
Thank you for your interest in the subject project. This information is being provided to all firms which express an interest in the design of the project. Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width **maximum 30 pages – including standard forms**. Submittals are due in my office by 10:00 a.m., **Tuesday, March 4, 2025**. 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 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 conducted in March 2025 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 Attila Gergely agergell@charlotte.edu

Sincerely,

DocuSigned by:

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Jeanine Bachtel, PE
Director of Project Management

The University of North Carolina at Charlotte
Burson Exterior Bridge Replacement
Design Services
Code 42426 Item 315

PROJECT DESCRIPTION:

The Burson Hall was built in 1983 on the UNC Charlotte campus with an elevated plaza and pedestrian bridge at the Southeast corner, constructed with structural steel framing supporting a sandwich slab. An assessment of the condition of the pedestrian bridge and plaza revealed extensive deterioration of the bridge framing and water intrusion at the plaza waterproofing system. This project will replace a majority of the pedestrian bridge framing in addition to repairs of the waterproofing and slabs at the plaza area.

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 successful design experience with pedestrian bridge and plaza system replacements and repairs, including structural design, architectural considerations, and waterproofing systems detailing.
- Demonstrated knowledge of partial structure replacements while keeping adjacent and/or underlying structures intact.
- Success in working with other required disciplines for project design deliverables.
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

SCOPE OF WORK:

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

- Review and evaluate all data furnished by the University including existing documents, reports and records that are available.
- Evaluate the structures to confirm the status of existing conditions.
- Provide any destructive testing deemed necessary by the designer.
- Based on the owner's selection for replacement/repairs, the designer will prepare SD/DD and CD plans and specifications in accordance with the NC SCO requirements, inclusive of cost estimates.
- 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 for an informal North Carolina State Construction Office (SCO) review.
- Provide bidding, contracting assistance and construction administration services. This project will need to be coordinated with concurrent projects occurring in Burson Hall.

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.

SCHEDULE:

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

BUDGET:

The total budget for this project is \$900,000 which must provide for all designer fees and other soft costs, as well as all associated construction costs and contingencies.

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 4, 2025

DESIGN

UNC CHARLOTTE
Burson Exterior Bridge Replacement

FIRM INFORMATION

Architectural or Engineering Firm

Location (Headquarters & Office Serving this Project)

Add others as needed

Location (Headquarters & Office Serving this Project)

Burson Exterior Bridge Replacement
UNC CHARLOTTE
Code: 42426 Item 315

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. 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:

	%		
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____