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

Planning Design and Construction

Facilities Management

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-0615

PROJECT: **UNC Charlotte**

**Parking Lot 26 Renewal**

**Design Services**

**Code 42326 Item 303**

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., **Wednesday, March 26, 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, attached to a print submittal) 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 evaluation process will be complete in **April 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 in writing to the Project Manager, **Doug Walters at dwalte22@uncc.edu**.

Sincerely,

Lakeya Hewlin

The University of North Carolina at Charlotte

**Parking Lot 26 Renewal**

Design Services

**PROJECT DESCRIPTION:**

The project involves the full depth asphalt replacement and replacement of damaged curb and gutter of Parking Lot 26 parking lot including restriping.

Some of the important design elements will be:

* Site design consistent with established style of campus, university master plan, and university design manual.
* Simplicity of design with an emphasis on economical construction and maintainability;
* Safety of visitors, students, and staff during construction;
* Protection of existing facilities throughout construction.

**Location**

The Parking Lot 26 site is located at the north side of Poplar Lane roadway south of the North Deck located on the campus UNC Charlotte.

**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;
* Civil/Geotechnical design
* Success in working with multiple design disciplines.

**SCOPE OF WORK:**

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

* Gather and review all data furnished by the University including reports, schedules, record information, etc.
* Contract documents in accordance with the NC SCO requirements
* Topographic survey (subcontracted) of existing parking lot
* Exhibits (i.e. vicinity map) as necessary to describe the work

**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.

**SCHEDULE:**

The designer must be able to complete the Construction Document submission to the Office of State Construction for this project by **December 2025.** The proposed construction will be May 2026.

**BUDGET:**

The total budget for this project is $1,431,500 which includes design fees, design support services, contingency, owner reserves and construction 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**

**March 26, 2025**

**DESIGN**

**UNC CHARLOTTE**

**PARKING LOT 26 RENEWAL**

**FIRM INFORMATION**

Geotechnical/Civil Engineering Firm Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, etc) Location (Headquarters & Office Serving this Project)

**Parking Lot 26 Renewal** Design Firm

**UNC CHARLOTTE** 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:

**%**

**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**

# SURVEYOR

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: