

The University of North Carolina at Charlotte

Design and Construction

Facilities Management 2nd Floor

9151 Cameron Blvd. (Building 55)

Charlotte, N.C. 28223-0001

TEL: 704/687-0615

**PROJECT: The University of North Carolina at Charlotte
Prospector Dining Mid-Level Refresh
Code 42426 Item 326
Design Services**

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 40 pages – including standard forms, cover letters, and University issued Submittal Cover Sheets**, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. Actual page counts will be derived from the electronic pdf submittal. Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal.

Submittals are due by 2:00pm, Thursday, May 29th, 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 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 January and firms selected for interviews will be notified at that time.

There will be a non-mandatory pre-submittal conference for any interested parties held **at 10:00 a.m. on May 13 in McEniry Building #0020, Room 116.** <http://facilities.charlotte.edu/maps>

A non-mandatory tour of the building will take place immediately following the meeting. Visitor parking is available in East Deck 1 or Union Deck; see <https://facilities.charlotte.edu/our-services/maps/printable-campus-maps>

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project are to be submitted in writing to the Project Manager, Amanda Felock **at** afelock@charlotte.edu by May 20, 2025. Please do not contact other UNC Charlotte staff.

Sincerely,

Jeanine Bachtel

Director, Design and Construction

The University of North Carolina at Charlotte
Prospector Dining Mid-Level Refresh
Code 42426 Item 326
Design Services

PROJECT DESCRIPTION & SCOPE OF WORK

The project will provide Design Services for the comprehensive renovation of dining facilities in the 100 level of the Prospector building. The project will include interior demolition and new interior construction of approximately 8,592 square feet. The project will refresh the space required by Chick-fil-A brand. It will include exploring expansion of the kitchen and increasing seating capacity to accommodate an increase in customers. The project will include new flooring, lighting and seating options in the existing seating area. Replacement of food service equipment, replacement of mechanical, electrical distribution and exhaust systems will also be included.

All other operations in the Prospector building will remain in operation during the construction. The contractor's access to the building, lay-down areas and space for storing materials is a critical consideration in the planning of the project. The construction will take place beginning May 2027 and be completed by August 1, 2027. The contract delivery method will be construction manager at risk. The Designer will work with UNC Charlotte Planning Design and Construction, a committee that includes user representatives and campus stakeholders to define project needs, functions, adjacencies, program of spaces, narrative descriptions of building systems, preliminary site plan, 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.

PROJECT LOCATION

The Prospector building is located in the academic core of campus, (building 0034 on the campus map; (<http://facilities.charlotte.edu/maps>) at 9112 North Library Lane.

EXPECTATIONS OF THE DESIGNER

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

- Experience designing food service venues for higher education
- Experience with Mecklenburg County Health Department standards and requirements
- Success in working with multiple design disciplines
- 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
- Proven experience providing cost effective solutions for projects of this scope
- Experience with North Carolina State Construction Office and Department of Insurance requirements and procedures.
- 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 and additions on a constrained site 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 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 with foodservice and dining projects for higher education.
3. Provide a description of the team's approach to delivering the project including individual team members' 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 40 pages, (20 pages when printed double sided) – including Standard Form 330 Parts I & II, cover letters, and University issued 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 Required 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.

SCHEDULE

The design of the project will begin immediately after a contract is executed and will proceed through bidding the project in late 2026. Construction is slated for May-August 2027.

Prospector Dining Mid-Level Refresh
Request for Qualifications
Design Services

BUDGET

The total project budget for this project is \$8,560,000 which includes all costs associated with the project including design fees, furnishings, equipment, construction, owner contingency and commissioning of the elements described above.

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

May 29, 2025

DESIGN SERVICES UNC CHARLOTTE PROSPECTOR DINING MID-LEVEL REFRESH

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Food Service Consultant Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Engineering Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Other Consultant

Location (Headquarters & Office Serving this Project)

Prospector Dining Mid-Level Refresh
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 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	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

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

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

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

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

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

FOOD SERVICE CONSULTANT

Name: _____ License # _____ Office Location _____

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

%

Past or Current Projects	Complete	Location	Responsibility
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_____	_____	_____	_____
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_____	_____	_____	_____
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STRUCTURAL ENGINEER

_____	_____	_____	_____
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Name: _____ License # _____ Office Location _____

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

%

Past or Current Projects	Complete	Location	Responsibility
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_____	_____	_____	_____
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_____	_____	_____	_____
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MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

%

Past or Current Projects	Complete	Location	Responsibility
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_____	_____	_____	_____
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_____	_____	_____	_____
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ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

%

Past or Current Projects	Complete	Location	Responsibility
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____

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

%

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