

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**
 Friday Active Learning Classrooms
 Code 42526 Item 308

Thank you for your interest in the Friday Active Learning Classroom 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 **October 16, 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 completed in **November 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, **Lisa Lanier Sain** at **llanier@charlotte.edu**.

Sincerely,

Jeanine Bachtel
Director, Project Management

The University of North Carolina at Charlotte
Friday Active Learning Classrooms
Design Services
Code **42526** Item **308**

PROJECT DESCRIPTION:

The project is for the renovation of existing tiered lecture classrooms in the Friday Building. Existing tiered lecture rooms will be renovated and converted into active learning classrooms for 72 students each.

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:

- Simplicity of design with an emphasis on economical construction and maintainability;
- Innovative approaches to collaborative work environments;
- Efficient HVAC, electrical, and communication systems, including integration with the existing building systems (i.e. fire alarm systems, emergency power, etc.)
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction and minimizing impact of construction on existing building occupants and staff offices.

Location

The Friday Active Learning Classrooms will be located within the existing Friday Building, in the academic core of campus (#35 on the campus map--<http://facilities.uncc.edu/maps>). The design team will need to anticipate and plan for the impact and logistics of material delivery and construction in an occupied administrative building in the core of campus.

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact upgrades necessary for the project and specific infrastructure and structural improvements that will be required to accommodate the renovations. Throughout the design, the Designer may be required to provide three-dimensional views of the building interiors utilizing CAD/BIM software as the design evolves. 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.
- Experience designing academic collaborative environments for higher education.
- Demonstrated ability to coordinate projects that involve multiple user groups, committees, and University customers.
- Success in working with buildings which are currently occupied.
- Familiarity with North Carolina State Construction Office requirements and procedures.
- Building Information Modeling from design through construction.

SCOPE OF WORK:

The Friday Active Learning Classrooms renovation project will include architectural, mechanical, electrical, fire protection, data, technology, and IT design. Schematic design, design development,

construction document and construction administration phases will comply with the requirements of the Office of State Construction and the UNC System.

The design team will meet with campus stakeholders, including facilities management personnel, OneIT staff management, 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 plans.

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) Recent performance 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) The team's recent experience with NC State Construction Office.

Note:

The current workload and past performance of sub-consultants on the designer's team will also be considered when evaluating qualifications.

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 \$1,000,000 which includes all design support services, design fees, furnishings, equipment, all associated technology infrastructure and controls integration, 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

October 16, 2025

Architectural Services

UNC CHARLOTTE
Code 42526 Item 308

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm &
NC License#

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

Friday Active Learning Classrooms**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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD CONSULTANT

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Signature: _____