

The University of North Carolina at Charlotte

Planning, Design, and Construction

Facilities Management 2nd Floor

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-0615

**PROJECT: UNC Charlotte
 Lynch Residence Hall Roof Replacement
 Design and Construction Administrative Services
 Code 42526 Item 309**

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, October 16, 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 at the address noted above. Hard copy should be bound together as a document and the digital submission should be assembled into a single pdf file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in October 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 Patrick Jones at pajones@charlotte.edu. Please do not contact other UNC Charlotte staff.

Sincerely,

Jeanine Bachtel
Director of Project Management

The University of North Carolina at Charlotte
Lynch Residence Hall Roof Replacement
Design Services and Construction Administrative Services
Code **42526** Item **309**

I. PROJECT DESCRIPTION

The proposed project is for the design and construction of roof replacement for Lynch Hall located on the UNC Charlotte campus. The current roof is fiberglass class A asphalt shingles approximately 38,714 square feet. Roof replacement will be determined in design to be accomplished within budget.

EXPECTATIONS OF THE DESIGNER

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

- Demonstrated experience in design and construction of roofing projects, preferably in a higher education setting
- Demonstrated ability to provide cost-effective design measures for roof replacement projects.
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures
- Working with multiple user groups, committees, and University customers
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

II. SCOPE OF WORK:

The Designer shall provide combined SD/DD & CD documents and estimated construction costs for University Review. Designer shall also provide Bidding facilitation, contracts, construction administration, and inspection services for the roof installation.

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, as required and if needed, for an informal North Carolina State Construction Office (SCO) review.

Some of the important design elements will be:

- Economical design including evaluation of first and life-cycle costs
- Evaluation of existing conditions and recommendations for repairs with attention to technical details and specifications
- Safety of University visitors, students, and personnel
- Protection of existing facilities throughout construction

III. 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 and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology 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) HUB participation on the design team and/or consultants
- 11) Other factors that may be appropriate for the project

IV. SCHEDULE

The design of the project will begin immediately after a contract is executed and will proceed through bidding the project in February 2026. Actual contraction will be determined based on availability of materials and coordinating with building liaisons.

V. BUDGET

The total project budget is \$1,500,000, which includes design fees, soft costs and all associated construction costs.

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

February 29, 2024

**DESIGN SERVICES AND CONSTRUCTION
ADMINISTRATION
UNC CHARLOTTE
Lynch Residence Hall Roof Replacement**

FIRM INFORMATION

Architectural/Engineering Firm & NC License #
Serving this Project)

Location (Headquarters & Office

**Lynch Residence Hall Roof Replacement
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 resumes 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: _____