



The University of North Carolina at Charlotte

Project Management
Facilities Management 2nd Floor
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Charlotte, N.C. 28223-0001
TEL: 704-678-0615

**PROJECT: UNC Charlotte
Stormwater Master Plan Implementation, Phase 2
Design Services
Code 42326 Item 323**

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 (CD, DVD, USB drive, etc.) 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 La'Keya Hewlin at the address written above. Any questions about the project should be directed via email to the Project Manager, 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
Stormwater Master Plan Implementation, Phase 2
Design Services
Code 42326 Item 323

I. PROJECT DESCRIPTION

The University is under the City of Charlotte's stormwater permit. As such, it must comply with the City's Post Construction Stormwater Ordinances. Analysis completed as part of the Stormwater Master Plan shows that the University must increase the built upon area (BUA) that is treated by stormwater control measures (SCM's). This is critical to ensure the construction of future projects which add additional impervious surface such as buildings, parking lots, roads, and walkways will not be delayed due to a failure to meet City of Charlotte Stormwater Regulations. The 2001 Master Plan proposed a combination of regional and smaller dispersed stormwater treatment locations. In addition, there are numerous areas around campus that have been severely impacted by uncontrolled stormwater runoff. This project will take these and other considerations into account when selecting the project site.

This project will include advance planning to evaluate potential SCM locations and determine feasible projects within available budget, design, and construction of one or more SCMs to reduce UNC Charlotte's current BUA treatment deficit and address stormwater management needs. The SCM(s) will comply with the regulatory requirements of the City of Charlotte, reduce UNC Charlotte's deficit, highlight stormwater as a resource, contribute to the aesthetic quality of the campus, and be a campus amenity that provides an educational component.

This project also includes the final design, permitting, and construction of SCM 33, a wetland, partially designed during the Stormwater Master Plan Implementation, Phase 1 Project.

II. EXPECTATIONS OF THE DESIGNER

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

- Design, permitting, and construction in adherence to the City of Charlotte Post Construction Stormwater Ordinance and any other pertinent regulations.
- Adherence with the University Design & Construction Guidelines
- Experience working with regulatory agencies
- Working in a campus environment and all the unique logistics that entails
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures

- Working with multiple user groups, committees, and University customers
- Demonstrated ability to design compliant, creative, and cost-effective solutions
- Combining functional, aesthetic, and educational functions to create public amenities
- Experience working with natural systems; including habitat restoration, wetlands, stream restoration, and landscaping.
- Construction, maintenance and upkeep of stormwater, habitat areas, and native landscaped areas
- Expertise with GIS, specifically ESRI's Stormwater Utility Network data model.

III. SCOPE OF WORK:

The scope of work includes advance planning (AP), design, and construction phases. The AP phase includes working with University staff to identify projects needs, analysis of potential SCM(s), and recommendations. Analysis will include evaluating location, size, type, and constructability. All system information generated as part of this project will be delivered to the University in an ESRI Stormwater Utility Network database as well as traditional engineering/construction formats. The project will incorporate development of educational and aesthetic aspects that include native plant centric landscape. The Designer will conduct a design charette with University stakeholders during the AP phase.

The Designer will identify and generate the necessary documentation to obtain a City of Charlotte Stormwater Management permit, and all other regulatory permits and approvals. The comprehensive nature of this project and permitting needs will warrant the involvement of numerous expertise. In addition to stormwater engineers, this project will require at a minimum the expertise of surveyors, geotechnical engineers, environmental scientists, and architects.

During the Design Phase, the Designer shall provide combined SD/DD & CD documents and estimated construction costs for University review. The Designer will also identify and obtain all permits required to complete construction. Designer shall also facilitate Bidding.

The Designer will provide Construction Phase services that include contract accuracy, construction administration, inspection services, production of record drawings, and any permitting activities.

The Designer shall schedule meetings with designated University representatives to review each design phase of the project, to include budget and schedule.

The Designer will work with the University's FM-Engineering-Water Resources staff to navigate and apply environmental and stormwater regulations.

The Designer shall submit all necessary documents, as required and if needed, for an informal North Carolina State Construction Office (SCO) review.

IV. 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) Permitting expertise.
- 9) Proximity to and familiarity with the area where the project is located.
- 10) HUB participation on the design team and/or consultants
- 11) Other factors that may be appropriate for the project

V. SCHEDULE

The design of the project will begin immediately after a contract is executed and will proceed through bidding to the end of construction.

VI. BUDGET

The total project budget is \$4,000,000, which includes design fees, survey, testing, permitting, and other associated design and 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

October 16, 2025

DESIGN SERVICES

UNC CHARLOTTE

Stormwater Master Plan Implementation, Phase 2

FIRM INFORMATION

Civil Engineer/Landscape Architect & NC License #

Location (Headquarters & Office Serving this Project)

Design Firm & NC License #

Location (Headquarters & Office Serving this Project)

Sub Consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Cost Estimating Firm

Location (Headquarters & Office Serving this Project)

**Stormwater Master Plan Implementation,
Phase 2
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANDSCAPE ARCHITECT

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: _____