



Smith Comprehensive Renovation
UNC Charlotte – November 13, 2025

Construction Manager at Risk Prequalification Conference (11/5/2025)

I. ADDRESS SUBMITTALS

The University of North Carolina at Charlotte
Facilities Management, 1st Floor
9151 Cameron Blvd
Charlotte NC 28223-0001
Tel: 704-687-8894

Include project identification on the label:

PROJECT: SMITH COMPREHENSIVE RENOVATION
ATTN: Cheryl Walker

DELIVERY OF SUBMITTALS (this is updated information from our Projects Team)

- Do not transmit any submittal information via email.
- 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.
- Any submittals delivered by courier should be delivered to the address written above.
- All hand delivered submittals should be delivered to the address written above and placed in the brown bid/proposals drop box located in the 1st floor lobby of FMPPS, (Building #55 on campus map).
- Any questions about the project should be directed via email to Project Manager, Cheryl Walker, cwalk118@charlotte.edu. Please do not contact other UNC Charlotte staff.

II. PRE-SUBMITTAL QUESTIONS AND RESPONSES

1. Question: Will a portion of the building be occupied during construction or will the building be vacant?
Response: The building will be partially occupied during construction.
2. Question: Is construction anticipated to be phased, or will all work be performed at once?
Response: This will be determined during schematic design and design development.
3. Question: Will there be a designated area for Trade Contractor parking during the construction of the project?
Response: The University can accommodate limited contractor parking during construction, depending on the number of concurrent projects under construction on campus. Not all trade contractors will be accommodated. Parking availability will be determined as we approach the end of construction documentation phase and determine construction start.

4. Question: Is there an anticipated start date for the project?
Response: Construction documents will be completed by the end of February 2027. Development of the GMP and trade package bidding will follow, timing TBD.
5. Question: Has the abatement material(s) (ACMs) been identified at this time? If so, can a report be provided?
Response: A hazardous materials assessment was completed in 2025. The Report will be made available to the selected CMR.
6. Question: The conceptual graphics included within the RFP are not legible. Can a pdf file of these graphics please be provided for better interpretation?
Response: Response: See Attachment A at the end of this document for a PDF of Existing and Current Project plans. Try opening the PDF on screen and enlarging the images. Remember that these are high level diagrams that will be further developed in schematic design.
7. Question: Please indicate if there is a particular format (or form) to be provided for Key Personnel Letter A. (and Attachment C): "Attach sworn statement that the above persons will be exclusively assigned to this project for its duration."
Response: There is no form you need to use for the sworn statement. It is a sworn statement, certified by you, that this will be your team for the duration of the project.
8. Question: Should we be following the Submittal selection criteria provided in the presentation from the pre-proposal? Or should we be following the outlined request in the attached PDF?
Response: Provide the information in the order listed in the RFQ. Following the Project Title, the optional Cover Letter, Table of Contents, and Proposer Name/Principal Office information; organize the remaining information in the following Sections:
 - *Profile of the Proposer (A through G and questions 1 through 7)*
 - *Project Experience (A through E). Minimum of 3 and maximum of 10 projects may be included.*
 - *Key Personnel (A through D)*
 - *Project Planning (A and B)*
 - *Forms and Attachments (A through F)*
 - *Financials: Submit in a separate sealed envelope (not in the bound or digital submittal) since this is confidential information*
9. Question: The page limit for the submission is 40 pages. Does the attachment section count towards the 40-page limit?
Response: Yes, the Forms and Attachment Section DOES COUNT toward the page total. The Financial information (in separate envelope) does NOT COUNT toward the page total.

Maximum 40 pages – including standard forms and cover letter, but excluding the cover, tabs, separators, clear covers, blank pages, 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.

10. Question: Can you clarify the expectation for a sample HUB Plan?

Response: Section 4 Project Planning includes A (project planning) and B (HUB or minority participation). For B, (Attachment F: HUB Plan is a blank form) your HUB plan content can be inserted here. Your plan can be a narrative that describes the main components of your firm's plan, such as your approach, commitment to the HUB participation, mentoring program, outreach plan, a list of recent projects indicating (in a chart) the %-to-date HUB participation achieved. Explain your firm's approach. State what your HUB participation goal is for the project. (In previous CMR qualifications packages, the HUB plans have ranged between 2 pages and 5 pages).

11. Question: The Pre-proposal Meeting documents included the requirement for using the SF 330 forms, which are standard forms used for Architect-Engineer qualifications. Is there consideration for removing this requirement?

*Response: Submittals must include applicable Sections of the Standard Form 330, along with any additional information considered appropriate. We request use of the SF 330 forms for qualifications submitted by Architects, Engineers, **and Construction Manager at Risk candidates**, from whom we are procuring professional services. The forms cover the information we are requesting you provide, providing a consistent framework for organizing the information and with the flexibility to add photos and additional information. These are key factors in understanding your qualifications. These forms may be included in the applicable Section of your proposal.*

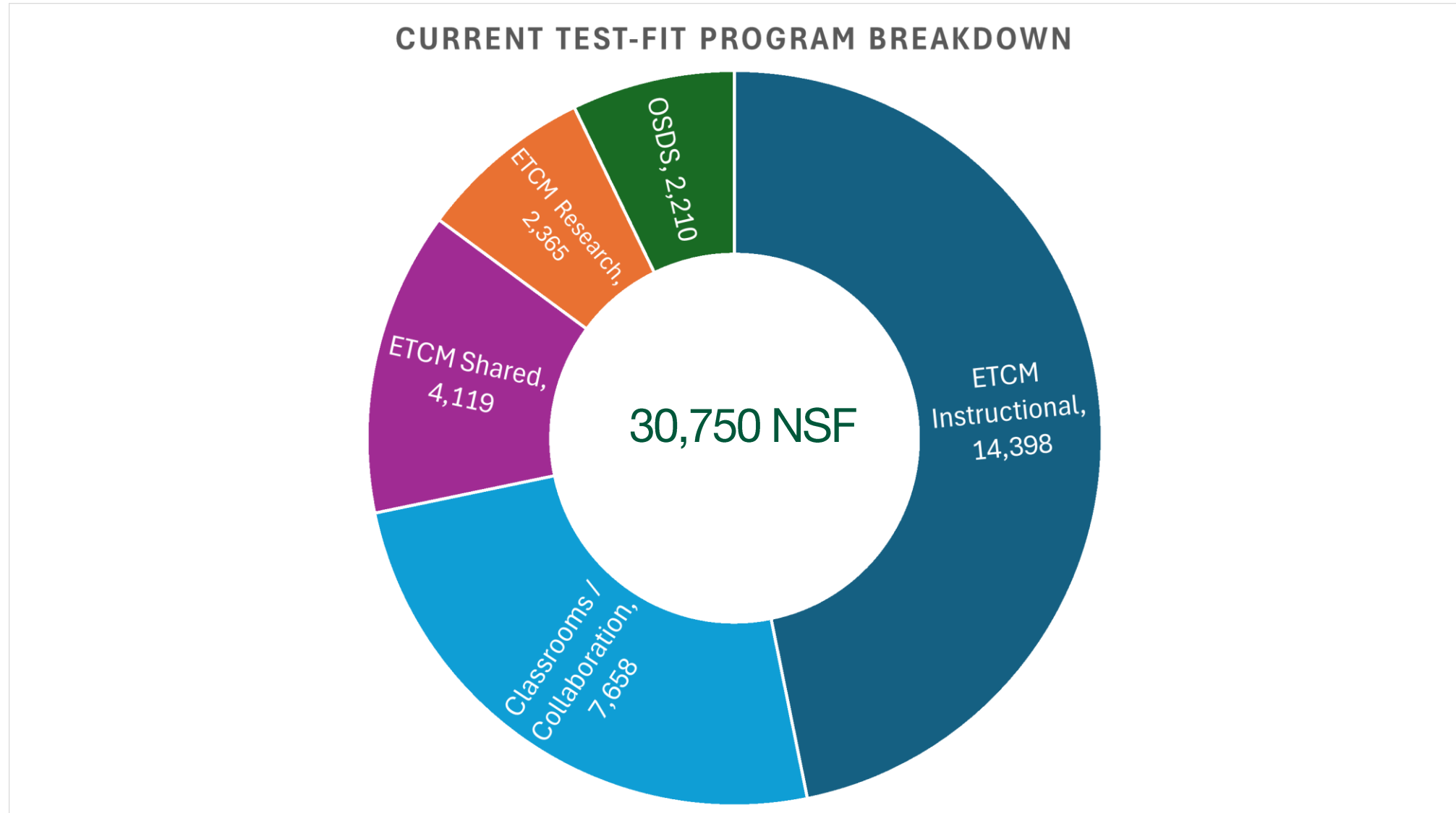
- SF 330, Part I, Section E (one form per person) organizes Resume Information for each proposed team member for the project*
- SF 330, Part I, Section F (one form per project) organizes the relevant project information for relevant projects you submit*
- SF 330, Part I, Section G (the matrix) illustrates the participation of proposed personnel cross referenced to the example projects*
- SF 330, Part I, Section H (any additional information you wish to include)*

ATTACHMENT

A: SMITH - EXISTING AND CURRENT PROJECT IMAGES

END OF QUESTIONS AND RESPONSES

Smith Current Project Program Test-Fit



First Floor

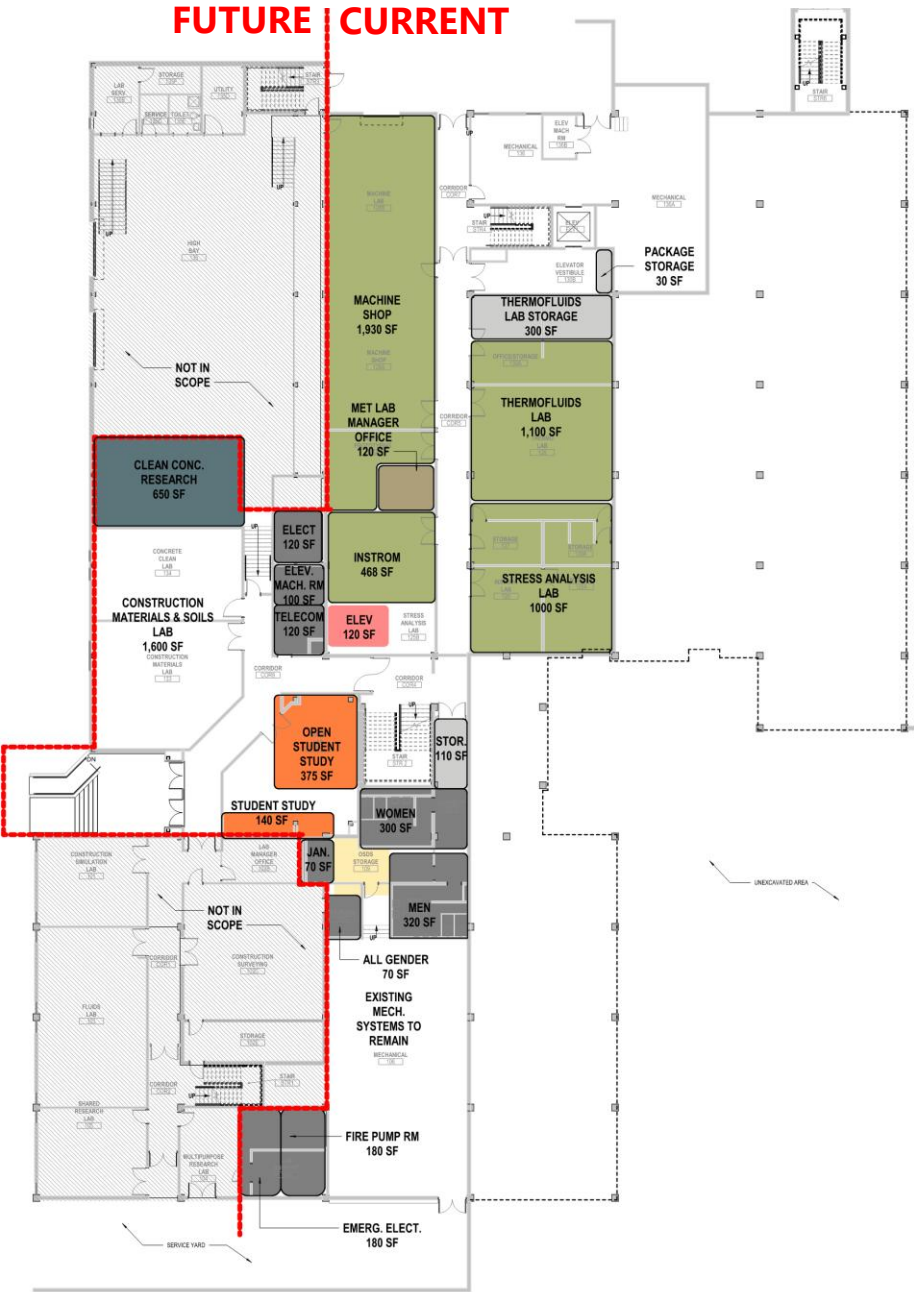
Existing Plan



Current Project Complete



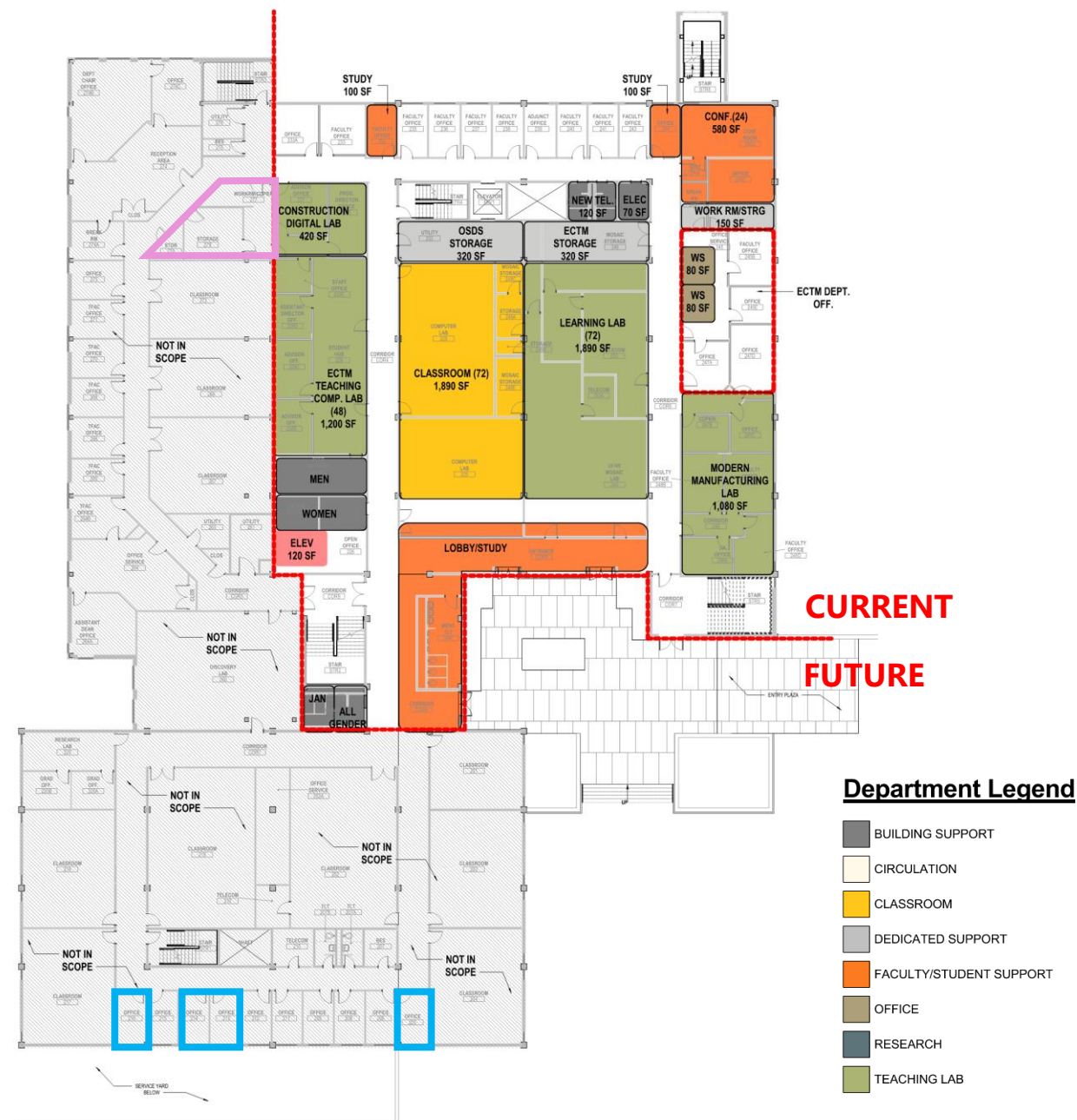
Entrance from Burson



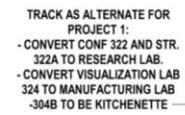
Department Legend

- BUILDING SUPPORT
- CIRCULATION
- CLASSROOM
- DEDICATED SUPPORT
- FACULTY/STUDENT SUPPORT
- OFFICE
- RESEARCH
- TEACHING LAB

Current Project Complete



Current Project Complete



OSDS SPACES RELOCATING TO BURSON



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