

***The University of North Carolina at Charlotte***

Facilities Management 1st Floor

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-8894

PROJECT:   **UNC Charlotte**  
              **Kennedy Exterior Stair Replacement**  
              **Design and Construction Administration Services**  
              **Code 42526 Item 317**

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 30 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, January 8, 2026.**

**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 mid to late January 2026 and firms selected for interviews will be notified at that time.

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 1<sup>st</sup> floor lobby of FMPPS building 55. Any questions about the project should be directed via email to Attila Gergely at [agergell@charlotte.edu](mailto:agergell@charlotte.edu). Please do not contact other UNC Charlotte staff.

Sincerely,

DocuSigned by:  
  
5F1418E101EF42F...

Jeanine Bachtel, PE

Director of Project Management

**The University of North Carolina at Charlotte**  
**Kennedy Exterior Stair Replacement**  
**Design and Construction Administration Services**  
**Code 42526 Item 317**

**PROJECT DESCRIPTION:**

The Kennedy building was the first on the UNC Charlotte campus, built in 1960 with primarily cast-in-place reinforced concrete construction. The exterior stair on the South side, original to the building, consists of precast treads supported by cast-in-place beams and columns, with an attached grand entryway elevated slab and precast arched canopy system overhead. An assessment of the condition of the stairs revealed severe deterioration of the treads and supporting structural elements as well as water intrusion and drainage issues. This project will replace the stairs in their entirety, restore the entryway and arches to extend their longevity, and address drainage-related issues underneath.

**EXPECTATIONS OF THE DESIGNER:**

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

- North Carolina State Construction Office and Department of Insurance requirements and procedures.
- Demonstrated successful design experience with replacements and rehabilitations of aging concrete stairs and framing systems, including structural design, architectural considerations, and detailing for proper waterproofing and drainage.
- Demonstrated knowledge of partial structure replacements while keeping adjacent and/or attached structures intact.
- Success in working with other required disciplines for project design deliverables.
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

**SCOPE OF WORK:**

The Designer shall be responsible for, but not limited to, the following items:

- Review and evaluate all data furnished by the University including existing documents, reports and records that are available.
- Evaluate the structures to confirm the status of existing conditions.
- Provide any destructive testing deemed necessary by the designer.
- Based on the owner's selection for replacement/repairs, the designer will prepare SD/DD and CD plans and specifications in accordance with the NC SCO requirements, inclusive of cost estimates.
- 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 for North Carolina State Construction Office (SCO) review.
- Provide bidding, contracting assistance and construction administration services.

**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 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.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Construction Document submission for this project in **April 2026**.

**BUDGET:**

The total budget for this project is \$700,000 which must provide for all designer fees and other soft costs, as well as all associated construction costs and contingencies.

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**  
**January 8, 2026**

**DESIGN**

**UNC CHARLOTTE**  
**Kennedy Exterior Stair Replacement**

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**FIRM INFORMATION**

\_\_\_\_\_  
Architectural or Engineering Firm

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

\_\_\_\_\_  
Add others as needed

\_\_\_\_\_  
Location (Headquarters & Office Serving this Project)

**Kennedy Exterior Stair Replacement**  
**UNC CHARLOTTE**  
**Code 42526 Item 317**

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 requested to submit Standard Form 330 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: \_\_\_\_\_