

***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**  
                  **Reclaimed Water Phase 3**  
                  **Design and Construction Administrative Services**  
                  **Code 42326 Item 311**

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 Cover Sheets, but excluding the cover, tabs, separators, clear covers, blank pages or card stock. Actual page count 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 2:00 p.m., March 3, 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 the print 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 complete in **mid-March** 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 1st floor lobby of FMPPS building 55. Any questions about the project should be directed via email to [dwalte22@charlotte.edu](mailto:dwalte22@charlotte.edu). Please do not contact other UNC Charlotte staff. for the project.

Sincerely,

Jeanine Bachtel  
Director of Project Management



The University of North Carolina at Charlotte  
**Reclaimed Water Phase 3**  
Design and Construction Administrative Services  
Code **42326** Item **311**

**PROJECT DESCRIPTION:**

The project is for the **expansion** of the University's **reclaimed water infrastructure**, that is tied into the Charlotte Water reclaimed water system and connect to various campus facilities.

The design will be consistent with the University's Design & Construction Manual, found at:  
<http://facilities.uncc.edu/DCManual>

Some of the important design elements will be:

- Simplicity of design with an emphasis on economical construction and maintainability;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.
- Utility routing with a focus on minimal impacts to current and future facility locations.

**Location**

The Reclaimed Water Phase 3 will be at various points on campus.

**EXPECTATIONS OF THE DESIGNER:**

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

- Designing and administering construction of major projects within budgets and in a timely manner—proven track records;
- Working with multiple user groups and committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Success in working with multiple design disciplines.
- Design of water utility infrastructure.

**SCOPE OF WORK:**

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

The Reclaimed Water Phase 3 project will provide reclaimed water for use in cooling towers, irrigation, and other non-potable functions.

The University has begun installing a reclaimed water (RCW) distribution system to supply non potable water to many of the irrigation and mechanical systems on campus. The RCW distribution system is primarily composed of four alignments. Alignment B has been constructed but not connected to campus systems. (See Attached) Phase 3 makes those connections as well as: design and construct an irrigation booster pump at the Athletic Storage Building and redirect athletic field underdrain discharge for some of the athletic fields receiving reclaimed water. Currently, some of the fields that will be irrigated with reclaimed water have underdrains that discharge directly into adjacent surface waters.

The plumbing connections for Alignment B have already been designed. These include Rup-1 and the RUP at SAC. Additional design work is needed for the booster pump, pump plumbing connection, power supply upgrades, telecom upgrades, and redirecting the athletic field underdrains.

Upon completion of construction, the consultant will need to certify the system in accordance with the University's Conjunctive Utilization Permit No. WQ0045961 and Reclaimed Water Distribution System Permit No. WQ0042478.

The Designer will review the facility requirements, existing documents, schedules and costs estimates provided by university staff.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget and schedule requirements.

The Designer shall develop a final Program Document that meets University's needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 305).

## **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) HUB participation on the design team and/or consultants.

**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).**

**SCHEDULE:**

The designer must be able to complete all requirements of the contract for this project prior to **Dec. 2026.**

**BUDGET:**

The total budget for this project is \$650,000.00 which must provide for design support services, design fees, construction and commissioning 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**  
**March 3, 2026**

**DESIGN AND CONSTRUCTION**  
**ADMINISTRATIVE SERVICES**

**UNC CHARLOTTE**  
**Reclaimed Water Phase 3**

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**FIRM**

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Site/Civil Engineering Firm

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Location (Headquarters & Office Serving this Project

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Mechanical/Electrical/Plumbing Firm

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Location (Headquarters & Office Serving this Project

**Reclaimed Water Phase 3  
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SITE/CIVIL ENGINEER**

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

### **STRUCTURAL ENGINEER**

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

### **MECHANICAL ENGINEER**

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

### **ELECTRICAL ENGINEER**

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

### **RCDD**

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: \_\_\_\_\_

Other disciplines to consider: Landscape Architect, Surveyor, Geotechnical Engineer,

