The University of North Carolina at Charlotte
Capital Projects
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0615

PROJECT: **UNC Charlotte**
Dubois Center Energy Efficiency Controls Upgrade
Design Services
Code: 42526 Item 329

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**. Submittals are due in my office by 2:00 p.m. **April 29, 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 to my office at the address noted above. Each hard copy should be bound together as a document, and the digital submission should be assembled into a single file.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be completed in early **May of 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 1st floor lobby of FMPPS building 55. Any questions about the project should be directed via email to Bill Finley at wfinley@charlotte.edu. Please do not contact other UNC Charlotte staff.

Sincerely,

LaKeya Hewlin

The University of North Carolina at Charlotte

Dubois Center Energy Efficiency Controls Upgrade

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This project will include the replacement of the Dubois Center HVAC Controls. The majority of the building's systems are original and have surpassed their expected life cycle. The project will include energy efficient controls strategies to improve the overall energy efficiency of the HVAC system as well as people counters that will control building ventilation. Pre functional testing of HVAC and control systems in design for system deficiencies and fully rebalance the system.

- **Implement AC Schedules**
- **Ventilation Control with People counters**
- **Optimize Boiler Control**
- **Replace AC and Heat Pump Circuit Setters with Autoflow Valves**
- **Utilize AC Waterside Economizer**
- **Integration with Lighting Control System**

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 experience with direct-digital control, building control sensors, variable frequency drives and sequence of operations design.
- Energy Efficiency of HVAC Systems in commercial buildings
- Success in working with other required disciplines for project design deliverables.

SCOPE OF WORK:

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

- Review all data furnished by the University including existing building documents, reports and records of the existing HVAC and controls.
- Meet with University Engineering and Maintenance Operations Department to review design requirements and expectation for the project success.
- Prepare SD/DD and CD plans and specifications in accordance with the NC SCO requirements.
- 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 **December 2026.**

BUDGET:

The total budget for this project is $1,000,000, which must provide for design support services, design fees, Construction Administration, and construction of the project scope 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
April 29, 2026

DESIGN

UNC CHARLOTTE
Dubois Center Energy Efficiency Controls Upgrade

FIRM INFORMATION

Engineering Firm	Location (Headquarters & Office Serving this Project)
Add others as needed	Location (Headquarters & Office Serving this Project)

Dubois Center Energy
Efficiency Controls Upgrade
UNC CHARLOTTE
Code: 42526 Item 329

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 requested to submit Standard Form 330 for all personnel who will work on the project.

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: _____