

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

Planning, Design, and Construction

Facilities Management 2<sup>nd</sup> Floor

9151 Cameron Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-678-7217

**PROJECT:   UNC Charlotte  
                  Center for Digital Engineering Project  
                  Design Services  
                  Code 42126 Item 315**

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. **(Note to all interested, the University has previously engaged Clark Nexsen Architects in an advanced visioning, programming and conceptual design exercise for the this project previous to this advertisement for Design Services).**

Please 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, Wednesday July 15th, 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 July 2026 and firms selected for interviews will be notified at that time.

Please deliver all submittals to LaKeya Hewlin at the address written above. Any questions about the project should be directed via email to John Zdaniewski @ jzdanie1@charlotte.edu. Please do not contact other UNC Charlotte staff.

Sincerely,

John Zdaniewski  
Associate Director of Projects

The University of North Carolina at Charlotte  
**Center for Digital Engineering Project**  
Design Services

## **I. PROJECT DESCRIPTION**

The Center for Digital Engineering project is a planned facility to be located within a 8,812 square foot building located at 528 N. Brevard Street, Charlotte, NC 28202, directly across from the Dubois Center. This project will serve as a unique facility for cybersecurity, digital engineering and AI datacenter testing. Depending on available funding and costs, the vision could be completed all at once or in phases. Existing building systems are planned to be used such as HVAC units, electrical service, and bathrooms to remain. The project will provide new finishes and interior build out upgrades to create classrooms, labs, a conference room and office spaces. **The University has previously engaged Clark Nexsen Architects in an advanced visioning, programming and conceptual design exercise for this project previous to this advertisement for Design Services.**

### **EXPECTATIONS OF THE DESIGNER**

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

- Programming, designing, and administering construction of projects within budgets and on schedule.
- Demonstrated experience in design and construction of office spaces, conference rooms and/or computer labs, preferably in a higher education setting.
- Demonstrated ability to provide cost-effective design measures for renovation projects.
- North Carolina State Construction Office, UNC System, and Department of Insurance requirements and procedures.
- Working with multiple user groups, committees, and University customers.
- Designer must also verify that the firm is independent of any manufacturers, contractors, and suppliers.

## **II. SCOPE OF WORK:**

The Designer shall provide Design Documents to include SD/DD, CD, Construction Administration services and estimated construction costs for University and SCO review and approval.

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 a formal North Carolina State Construction Office (SCO) review.

Some of the important design elements will be:

- Evaluation of all existing conditions and recommendations for repairs with attention to technical details and specifications.
- Meet with University customers and project management to review design requirements and expectations 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.
- Safety of University visitors, students, and personnel.

### **III. 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) Proximity to and familiarity with the area where the 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

### **IV. SCHEDULE**

The project will begin immediately after a contract is executed and will proceed with Schematic Design/ Design Development Documents.

- Design contract executed by end of August, 2026
- SD/DD (6 weeks) completed by Oct 9<sup>th</sup>, 2026
- CDs (6 weeks) completed by Nov 20<sup>th</sup>, 2026
- Bidding – 3<sup>rd</sup> week of December, 2026
- Construction Complete (6 months) July 2027

### **V. BUDGET**

The total project budget is \$745,000 which includes all design support services, design fees, soft costs and all associated construction costs including any utility service infrastructure improvements.

*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**

**July 15, 2026**

**DESIGN SERVICES  
UNC CHARLOTTE  
Center for Digital Engineering Project**

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**FIRM INFORMATION**

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Architectural Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Subconsultant Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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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)

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Structural Engineering Firm

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Location (Headquarters & Office Serving this Project)

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RCDD Firm

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Location (Headquarters & Office Serving this Project)

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Add others as needed (Survey, Geotechnical, etc.)

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Location (Headquarters & Office Serving this Project)

Center for Digital Engineering Project  
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**STRUCTURAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
%

<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MECHANICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
%

<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ELECTRICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
%

<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RCDD**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_  
%

<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_