

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**
 East Village Utilities
 Design & Construction Administration Services
 Code 41326 Item 307B

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 35 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Tuesday, April 7, 2015**. Do not transmit any submittal information via email.

Submittals **must** include the cover sheet, Parts I and II of the Standard Form 330, and the Designer's Supplemental Information Form. Please deliver **five** copies of the submittal, along with **one** electronic copy in pdf format (CD, DVD, USB drive, etc. attached to a print submittal) 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 complete in **April** and firms winnowed for interviews will be notified at that time.

There will be a non-mandatory site visit for any interested parties held on **Wednesday, March 25th at 2:00pm**. We will meet at **the intersection of Van Landingham and Martin Village Roads**. Visitor Parking is available in **East Deck 1**.

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager for the project, **Brian Kugler** at **bhkugler@uncc.edu**.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
East Village Utilities
Design & Construction Administration Services
Code **41326** Item **307B**

PROJECT DESCRIPTION:

The project is for the construction of utility infrastructure to support improvements to the East Village sector of campus to include water, telecom, and high voltage electrical services.

The design will be consistent with the East Village Sector Plan. The East Village Sector Plan can be found at <http://bit.ly/1BUhsvB>. The University Design & Construction Manual is available at <http://facilities.uncc.edu/DCManual>

Some of the important design elements will be:

- Designing and administering construction of utility projects within budgets and in a timely manner;
- Experience in understanding civil aspects such as cut/fill, utility adjacency requirements, and planning for future conditions;
- Working with User committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Engineering design of water, electrical, and telecom systems;
- Ability to minimize land disturbance and retain natural landscape.

Location

The East Village Utilities site is located in the East Village section of campus, along Martin Village and Van Landingham Roads.

EXPECTATIONS OF THE DESIGNER:

The designer will assist in determining the exact alignment of the project relative to both the existing and proposed configurations of the East Village portion of Campus. During the design phase the designer will be expected to present sketches which will present options to the University of how the project will be developed relative to existing and future conditions.

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 major projects within budgets and in a timely manner—proven track records;
- Experience with the Design-Bid-Build construction delivery method;
- Working with multiple user groups and committees;
- North Carolina State Construction Office and Department of Insurance requirements

- and procedures;
- Building Information Modeling from design through construction.
- Success in working with multiple design disciplines.

SCOPE OF WORK:

The East Village Utilities project will provide looped infrastructure connectivity to UNC Charlotte.

The Designer will review the requirements, sector plan and advance planning documents, schedules, and costs estimates provided by university planning staff.

With the aid of University Planning, Facilities Operations, and ITS staff update the pre-programming information to include the development and presentation of options for the most economical and effective alignments.

The pre-program refinement deliverable shall include:

- Alignment diagrams shall be developed showing the relationship of proposed alignments to current and future campus elements. Final alignments will include both function and economy.
- Cost estimates of all improvements as established by the Consultants.

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 set of construction plans and specifications that meet the University's needs and receive approval to bid from the State Construction Office (refer to State Construction Manual, Section 300).

DESIGNER SELECTION CRITERIA

The selection committee will use the following criteria (01 NCAC 30D.0303) to assess qualifications of design teams and to select a minimum of three firms to be interviewed for selection as the designer of record

- (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.

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 and complete the Design of this project prior to **November 1, 2015**.

BUDGET:

The total budget for this project is \$2,080,000 which must provide for design support services, design fees, furnishings, landscaping, construction and commissioning of the elements described above, and any off-site utility 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
April 7, 2015

DESIGN & CONSTRUCTION ADMINISTRATION

UNC CHARLOTTE
EAST VILLAGE UTILITIES

FIRM INFORMATION

Lead Design Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

East Village Utilities
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.

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

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

Submitted by: _____

Signature: _____