***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**

**Residence Hall Phase XIII**

**Advance Planning/Design Services**

**Code 41226 Item 306**

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 60 pages – including standard forms).  **Submittals are due in my office by 2:00 p.m., Tuesday October 9, 2012**. **Do not transmit any submittal information via email.**

Submittals **must** include the cover sheet, pages 1 and 2 of the standard 254 Form, the Designer’s Supplemental Information Form, along with any additional information considered appropriate.  Please deliver **five** copies of the submittal, along with **one** electronic copy in pdf format (CD, DVD, USB drive, etc.) to my office at the address noted above.

All submittals will be reviewed by the University Designer Evaluation Committee.  The preliminary evaluation process will be complete in early November and firms selected for interviews will be notified at that time. Interviews are being planned for Friday, November 16, 2012.

There will be a mandatory pre-proposal meeting and site visit for any interested parties held on Wednesday, September 26, 2012.  We will meet in Room 112 in Cone University Center on campus at 11:00 am and proceed to the site from there.  Parking is available in the Cone Parking Deck.

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, Rick Ellis at [reellis@uncc.edu](mailto:reellis@uncc.edu).

 Sincerely,

Joyce Clay

**The University of North Carolina at Charlotte**

**Residence Hall Phase XIII**

**Advance Planning/Design Services**

**Code 41226 Item 306**

**PROJECT DESCRIPTION:**

The project involves the Advance Planning and Design of a 170,000 (est.) gross square foot residential building consisting of apartments and suites.  Phase XIII housing will be built using LEED elements and/or Green Globe to be stewards of our resources and available funds. Each floor will include meeting and laundry rooms, and wireless internet access in the common areas, lounge, and multi-purpose rooms. This building will utilize brick and pre-cast concrete on the exterior as is typical for this campus. It is to be located near the high rise residential facilities on the site containing Hunt Village.

The design will be consistent with the Guiding Principles of the Campus Master Plan.  It will impart a sense of permanence and tradition in its exterior appearance and in a manner consistent with recently designed buildings in the vicinity.  The exterior design will express a dominance of the campus standard brick and cast stone trim.  Service areas and utility equipment must be appropriately concealed.

The University’s Design Manual and 2010 Campus Master Plan can be viewed at:   <http://facilities.uncc.edu/>

**Phase XIII Housing Programming, Design & Construction**

**Important Design Elements**

    Exterior design consistent with established architectural style of surrounding academic facilities;

    An overall concept that uses sustainable practices;

    Site orientation that visually enhances views and connections between the main campus and other adjacent buildings;

    Design to accommodate the future elements depicted in the updated Campus Master Plan and South Village Sector Plan

    Simplicity of design with an emphasis on economic and timely construction;

    Effective and efficient HVAC, electrical, and communication systems;

    Apply building design standards and employ LEED Certified building criteria where appropriate.

**Location**

The Residence Hall Phase XIII site is located in the South Village portion of campus, near the intersection of Cameron Blvd. and High Rise Road on a portion of the site created by the demolition of Hunt Village housing.

**Phase XIII Scope of Work**

The Designer shall review the facility requirements with the aid of University staff and prepare a Programming and Advance Planning Document, to include the development and presentation of options for the most economical and cost effective size, grouping and/or vertical stacking of functions.  From this analysis, the University staff will further decide the size, number and arrangement of spaces. Program identification shall include a functional breakdown of all required spaces, with classifications such as offices, storage and support spaces.  Meetings with housing and residence life staff, facilities management, auxiliary services, and other building users must be completed as required, clearly defining all square footage, functions, traffic patterns, layout and equipment.

The Program shall include:

    A detailed square footage breakdown of all required spaces.  This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessarymechanical equipment, stairs, elevators, etc.  This information will require a summation to arrive at a final total of the gross square footage required for the facility.

    Descriptive narratives and cost estimates of all spaces including technical, mechanical, electrical, plumbing and telecommunications.

    Descriptive narratives for support spaces including service areas, mechanical, electrical and plumbing spaces, maintenance facilities, and other required spaces not listed above.

    Building demand for basic utility services to the building including water, sewer, power, gas, telecommunications, and HVAC systems. The Program shall include utility and other service extensions, such as lighting, and sidewalks, to connect with the existing UNC Charlotte system.

    Concept diagrams and descriptive narratives for student, faculty, visitor and staff entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.

    Concept diagrams and descriptive narratives of vehicular access to accommodate adjacent building deliveries, emergency access, maintenance, and waste disposal services.

    An evaluation of site requirements for service vehicle access, lighting, security and required connections to both current and future building needs. .

    Site development costs for drainage, roads, parking, walks, irrigation, signage, utilities, etc.

* Identifying of regulatory reviews and approvals including Environmental Assessments, E/S Permits, etc.

**EXPECTATIONS OF THE DESIGNER:**

The designer will assist in determining the exact placement and orientation of the project and how the intent of the Campus Master Plan can be complied to.  During the feasibility study the designer will be expected to present schematic sketches which will present options to the University of how the project area will be developed including space allocations with adjacent entities.   Throughout the Advance Planning the Designer will provide three-dimensional perspective views of the exterior building utilizing CAD software as the design evolves.

The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities. 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;

    Experience detailing proper assembly of the types of exterior building materials prescribed by the University;

    Experience with the Construction Manager at Risk and Design-Bid-Build construction delivery method;

    Experience in understanding civil engineering aspects such as cut/fill and buildable slopes, relationships to roads and walkways, storm water management, utilities, etc;

    Familiarity with design incorporating LEED/Green Globe components;

    Working with User committees;

    North Carolina State Construction Office and Department of Insurance requirements and procedures;

    Engineering design of mechanical and electrical systems in buildings and similar type facilities;

    Ability to minimize land disturbance and retain natural landscape.

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 will include:

    All program data outlined above.

    Detailed site location as coordinated with the adjacent sites and UNC Charlotte Campus Master Plan.

    Project schedule.

    Estimate of project cost.

    A cover sheet identifying the project and signed and sealed by the architect and engineers involved in its preparation.

In addition to the Final Program document, the designer will develop presentation boards and renderings for use by the Chancellor and others in discussing the building with outside individuals.  The presentationboards should highlight the site plan, summary of the program, and should includerenderings of potential building exterior elevations as they relate to the surrounding landscape as well as existing and future buildings.

**Phase XIII Housing Designer Selection Criteria**

The selection committee will use the following criteria to review submittals from design firms.  These criteria will be used 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 and proposed design or consultant team for the project.

(4)  Current workload and State projects awarded.

(5) Proposed design approach for the project including design team and consultants.

(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 representation in proposed team structure. Please include a brief description of potential opportunities or strategies for the commissioning of HUB consultants/sub-consultants on the project.

(11) Other factors that may be appropriate for the project.

**Submittal Requirements**

    Provide a brief overview of the teams’ understanding of the project. Also, provide the team members’ accomplishments and responsibilities from similar projects.

    Five (5) bound booklets no more than **60 pages** containing design consultants’ team with resumes and related work experience.   Page limit shall be inclusive of standard forms.

    Submit booklet in digital format on one (1) DVD, CD, or USB drive in pdf format.

    Designer’s Supplemental Information Form to be located at the front of the submittal.

    Designers shall submit pages 1 and 2 of 254 Form.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the Advance Planning for this project prior to March 2013 in accordance with the planned opening of the facility in August 2015 (Construction Complete June 2015).

**BUDGET:**

The total budget for this project is $27,145,000 which must provide for design support services, design fees, furnishings, landscaping, construction of the elements described above, and any off-site utility infrastructure improvements.

The budget for the Advance Planning for this project will be approximately $2,714,500.

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**

**October 9, 2012**

**ADVANCE PLANNING/DESIGN**

**UNC CHARLOTTE**

**Residence Hall Phase XIII**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Architectural Firm & NC License #   Architect of Record

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landscape Architectural Firm & Landscape Architect of Record

NC License #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mechanical Engineering Firm  Mechanical Engineer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical Engineering Firm   Electrical Engineer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plumbing Engineering Firm   Plumbing Engineer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Structural Engineering Firm   Structural Engineer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RCDD Firm   RCDD

**Residence Hall Phase XIII** Design Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNC CHARLOTTE**

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DESIGNER’S SUPPLEMENTAL INFORMATION TO BE AT FRONT OF SUBMITTAL

**Instructions**: Provide information listed below regarding personnel who will be assigned to this project.  One person may be assigned to more than one responsibility.  Make additional sheets for secondary choices if the firm has several employees who may fulfill one responsibility.  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.  **Do not alter the format of this form.**

**PRINCIPAL IN CHARGE**.

Name

Firm Name & Office Location (City)

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume.

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESIGN LEADER** (The person who will be the University’s contact throughout the project).

Name

Firm Name & Office Location (City)

NC License #\_\_\_\_\_\_\_\_\_\_\_\_\_

List of most recent North Carolina State-owned projects on which this person has participated:

Provide resume.

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

# CONSTRUCTION ADMINISTRATOR

Name

Firm Name & Office Location (City)

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list most recent State owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

# LANDSCAPE ARCHITECT

Name

Firm Name & Office Location (City)

NC License # \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list most recent State owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**STRUCTURAL ENGINEER**

Name

Firm Name & Office Location (City)

NC P.E. # \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**MECHANICAL ENGINEER**

Name

Firm Name & Office Location (City)

NC P.E. # \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**ELECTRICAL ENGINEER**

Name

Firm Name & Office Location (City)

NC P.E. # \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**RCDD**

Name

Firm name & Office Location (City)

License No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

**Past or Current Projects** **Comp. %**   **Location Responsibility**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_