UNC Charlotte
Facilities Operations & Parking Services Complex

CM@R Pre-Submittal Conference

July 21, 2016, 10:00 AM
Friday Building, Room 132
Meeting Agenda

PART I - General
• Welcome
• Introductions
• Questions: bhkugler@uncc.edu
• Updates & Addenda: facilities.uncc.edu/advertisements
• This Power Point will be posted at the above link

PART II - Submittal
• Schedule
• Submittal Format

PART III – Requirements
• Subcontractor Pre-qualification
• HUB Requirements

PART IV - Project
• Budget
• Project Size
• Existing & Proposed Site
• Project Timeline
Submittal

Submittal Schedule

• Proposal Due Date August 2\textsuperscript{nd} at \textbf{2:00 PM}
• Shortlisting to be completed on August 15\textsuperscript{th}
• Interviews for selected firms will be in the afternoon of August 30\textsuperscript{th}, 2016
• Pre-Construction Services will begin in early September.
Submittal

Submittal Format

- No larger than 12 ½” in height x 9 ½” in width
- Provide 5 printed copies & 1 digital copy
- 50 page limit (25 double sided)
- Page limit includes all printed pages, but not covers, tabs, clear covers, blank pages, cardstock backs, etc.
- Page count will be derived from digital copy, so omit all blank pages from the digital version
- SF 330 will be required for some portions of the submittal. The form can be downloaded at the following link:
  - [http://www.gsa.gov/portal/forms/download/116486](http://www.gsa.gov/portal/forms/download/116486)
Submittal Content

• Optional Cover Letter
• Table of Contents
• Qualifications Questionnaire
  – Project Title
  – Proposer Name
  – Profile of Proposer
    • Provide information requested in Items A-G
  – Project Experience
    • List at least 3 but no more than 10 projects of similar size and complexity.
    • Use SF 330 Part I Section F Sub-Sections 20-24 (omit Sub-Section 25) Include a separate Section F from for each project.
    • Provide all information requested under Project Experience Items B-E in Section F Sub-Section 24. Provide at least one project photo in Sub-Section 24 as well.
    • Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.
Submittal Content

• Qualifications Questionnaire (continued)
  – Key Personnel
    • Provide information required in Items A-C
    • Use SF 330 Part I Section E to provide resumes and reference information. Provide a separate Section E for each resume. (The resumes will be provided in an attachment at the back of the submittal)
    • For Item D Provide an organizational chart (This will be provided in an attachment at the back of the submittal)
  – Project Planning
    • Provide information required in Items A-B
Submittal Content

• Qualifications Questionnaire (continued)
  – Date, seal and attest Questionnaire
  – Complete Verification Form
  – Provide Attachments in this Order:
    • Copy of State of NC Contractor’s License
    • Financials (Balance sheet and income statement if available)
      *This should be submitted separately in a sealed envelope, as a single copy and will not count towards the 50 pages!
    • Letter from Surety Company
    • (Owner references will be in SF 330 and do not need to be attached)
    • Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
    • Resumes (utilizing SF 330 Part I Section E)
    • Organizational Chart
Sub-Contractor Prequalification

- State Pre-qualification procedures and forms can be found at:

- New appeals procedure requires pre-qualification to be moved further ahead in the schedule (allow about 4 months prior to bidding to prequalify)
HUB Plan and solicitation of Sub-Contractors

• Goal for this Project 30%
• HUB Requirements – Dorothy Vick
Project Overview

Project Budget
• Total Project - $22.8M incl. soft costs
• Construction Cost - ~$16M

Project Size
• 32,000 gsf – Facilities Operations
• 23,700 gsf – Receiving & Stores facility & warehouse
• 4,000 gsf – Storage Sheds (x3)
• 6,800 gsf – Metal Canopy
• 7,000 gsf – Parking Services
• 81,500 gsf – Total
Existing Facilities
Existing Project Site
Proposed Move
Proposed Project Site

SPECULATIVE FUTURE LIGHT RAIL CORRIDOR
Project Timeline

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- **Start Design**
  - Advance Planning
    - Early Site Design
      - Early Site Bidding
        - Balance of Work Design
          - Early Site Construction
            - Balance of Work Bidding
              - Balance of Work Construction
                - Construction Completion
                  - Move-In
QUESTIONS ?