***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**

**Belk Plaza Revitalization**

 **Design Services**

**Code 41526 Item 307**

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 40 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Tuesday, July 12, 2016**. 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 **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 **July** and firms winnowed for interviews will be notified at that time.

There will be a mandatory pre-proposal meeting for any interested parties held on **Tuesday, June 21, 2016 at 11:00am** in Room 111 in the Cone University Center (#5 on the campus map - <http://facilities.uncc.edu/maps>). A site visit will be given after the pre-proposal meeting. Visitor parking is available in **Cone Deck 1 & 2.**

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, **Elizabeth Frere** at **efrere@uncc.edu.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Belk Plaza Revitalization**

Design Services

Code **41526** Item **307**

**PROJECT DESCRIPTION:**

With the removal of the Belk Tower, UNC Charlotte intends to redesign the entire plaza formed by the surrounding buildings to create a more functional outside environment for rest, study, reflection, and conversation. The revitalization will focus on updating the area with plant materials that will be easier and less costly to irrigate and maintain, improved campus pedestrian and bike circulation, seating walls to define the plaza, improved use of open spaces, and a new iconic feature.

The design will be consistent with the Guiding Principles of the Campus Master Plan. The Campus Master Plan is available at <http://masterplan.uncc.edu/> the University’s Design & Construction Manual is located at <http://facilities.uncc.edu/DCManual>.

Additional information will be provided to the selected design team, including:

* Re-Imagine Belk Plaza study
* Feedback from public forums conducted during visioning exercise
* Concept diagrams from visioning exercise

**Location**

The Belk Plaza is located in the historical center of campus at the intersection of major circulation axes in the academic core. The buildings defining the edges of the plaza are Kennedy, Macy, Winningham, Rowe, and Colvard; reference the campus map (<http://facilities.uncc.edu/maps>).

**EXPECTATIONS OF THE DESIGNER:**

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

* Landscape and hardscape design
* Fostering cost-effective design measures
* Coordinating projects that involve multiple constituents
* Designing and overseeing construction of similar type projects
* Knowledge of applicable codes and design parameters
* Public space design
* Campus planning with an emphasis on prioritizing pedestrians

**Scope of Work:**

The Belk Plaza Revitalization’s objective is to transform the functional space into an active space that improves the flow of surrounding buildings, open areas and pedestrians. Revitalization will focus on updating the area with plant materials that will be easier and less costly to irrigate and maintain, improved campus pedestrian and bike circulation, seating walls to define the plaza, improved use of open spaces and a new iconic features.

The Designer shall provide site investigation and documentation of existing conditions. Combined SD/ DD documents including estimate and schedule shall be provided to the Owner for review and comment. CD documents shall be submitted to State Construction Office for code review and to the Owner with the updated estimates and schedule. Construction Administration services, to include bidding will be the responsibility of the designer.

**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.

**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 execute all requirements of the contract and complete the design approvals and contract documents prior to **April 2017** in accordance with the planned construction timeline from **June 2017 - December 2017**.

**BUDGET:**

The total budget for this project is **$1,500,000**, which must provide for design support services, design fees, landscaping, and construction of the elements 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**

**July 12, 2016**

**DESIGN**

**UNC CHARLOTTE**

**Belk Plaza Revitalization**

**FIRM INFORMATION**

Design Lead Firm & NC License # Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm Location (Headquarters & Office Serving this Project

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Electrical Engineering Firm Location (Headquarters & Office Serving this Project)

**Belk Plaza Revitalization** Design Firm

**UNC CHARLOTTE** 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: