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

Planning, Design and Construction

Facilities Management

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704-687-0615

Building Address: 9151 Cameron Blvd

PROJECT: T**he University of North Carolina at Charlotte**

**Campus Security Cameras Phase 1**

**Code 42126 Item 302**

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 (20 front and back) – including standard forms**. Submittals are due at the address above by **2:00 p.m., ~~Wednesday, January 19~~ Monday, January 24, 2022**. 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 **two** copies of the submittal, along with **one** electronic copy in pdf format (USB drive, etc. attached to a print submittal) to 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 January 2022 and firms selected for interviews will be notified at that time.

Please deliver all submittals to Joyce Clay at the address noted above. Any questions about the project should be submitted in writing via email to Amanda Caudle at afelock@uncc.edu.

Sincerely,

Joyce Clay

**PROJECT DESCRIPTION & SCOPE**

The project is for the design and installation of security cameras in parking decks and parking lots across campus. The project will include:

* Installation of approximately 70 security cameras in parking decks and exterior locations across campus
* Installation of data cabling to support cameras
* Modifications to equipment, server rooms, etc. required to support installation of cameras

Design documents for submittal to the Office of State Construction may be required.

The design team will work in coordination with Police and Public Safety, Parking and Transportation Services, OneIT, and other campus stakeholders during the design and construction phases. We will solicit competitive bids for construction.

Some of the important design elements will be:

* Design consistent with the university design manual and other requirements of the university
* Simplicity of design with an emphasis on economical construction and maintainability
* Safety of visitors, students, and staff during construction
* Protection of existing facilities throughout construction

**Location**

* Multiple parking decks, lots and exterior space across campus

**EXPECTATIONS OF THE DESIGNER**

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

* North Carolina State Construction Office and Department of Insurance requirements and procedures
* Experience designing security installations
* Working with multiple University constituents

**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 complete all requirements of the contract and receive approval to bid this project from all applicable agencies by October 2022.

**BUDGET:**

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

**January 24, 2022**

**UNC CHARLOTTE**

**Campus Security Cameras – Phase 1**

**FIRM INFORMATION**

Electrical Engineering Firm Location (Headquarters & Office Serving this Project

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

RCDD Location (Headquarters & Office Serving this Project)

**Campus Security Cameras Phase 1** 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 requested to submit Standard Form 330 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**

**RCDD**

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: