***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**

**Campus-wide Emergency Generator Upgrades**

**Design Services**

**Code 41326 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 35 pages – including standard forms**.

**Submittals are due in my office by 2:00 p.m., Thursday, February 5, 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 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 one of the printed submittal hardcopies) 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 late February and firms selected for interviews will be notified at that time. Interviews will be scheduled for early to mid-March 2015.

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**

**Campus-wide Emergency Generator Upgrades**

**Design Services**

**Code 41326 Item 306**

**PROJECT DESCRIPTION:**

This project will make necessary repairs and replacements to older emergency generators and transfer switches that serve life safety systems and protect vital research. The eight buildings being considered are: Facilities Operations, Receiving and Stores, Smith Building, Storrs Building, Friday Building, Reese Building, Memorial Hall and McMillian Greenhouse. The scope will also include looking at existing conductors and other elements to ensure each emergency power system adequately serves the life safety needs of each of the intended buildings.

The design will be consistent with the Guiding Principles of the Campus Master Plan – <http://masterplan.uncc.edu> and the University Design & Construction Manual – <http://facilities.uncc.edu/DCManual>.

**LOCATION:**

The eight older buildings we are considering (Facilities Operations, Receiving and Stores, Smith, Storrs, Friday, Reese, Memorial Hall and McMillian Greenhouse) are all located in the middle of campus and stretch from Memorial Hall over to the Facility Operations Building. They are stand-alone buildings with their own respective emergency generators.

**EXPECTATIONS OF THE DESIGNER:**

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

* A proven track record of designing and administering construction of similar electrical projects within budgets and in a timely manner;
* Experience with replacing and specifying new emergency generators and associated transfer switches;
* Knowledge of codes and applicable design parameters;
* Working with multiple user groups and committees;
* North Carolina State Construction Office and Department of Insurance requirements and procedures;
* Success in working with buildings which are currently occupied.

**Scope of Work:**

The project involves the full Design Services, including Construction Documents, Bidding, Construction Administration, and Project Closeout for Campus-wide Emergency Generator Upgrades project as described above under Project Description.

**SCHEDULE:**

The designer must be able to complete all requirements of the contract and complete the construction documents for bidding by September 1, 2015 in order to have the replacement work complete during available periods in fall and winter of 2015. UNC Charlotte anticipates issuing a Notice to Proceed to the contractor by October 20, 2015.

**BUDGET:**

The total budget for this project is $1,200,000 which must provide for design support services, design fees, abatement, construction and all contingencies.

**DESIGNER SELECTION CRITERIA:**

As detailed in 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 this type of Engineering Project.

(2)  Past performance on similar projects, preferably electrical renovations and upgrades.

(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 (list three projects under budget).

(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).**

This sheet is to be **UNC Charlotte’s Required Submittal Cover Sheet**.  If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL**

**February 5, 2015**

**DESIGN SERVICES**

**UNC CHARLOTTE**

**Campus-wide Emergency Generator Upgrades**

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Electrical Engineering Firm     Engineer of Record

& NC License #

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**Campus-wide Emergency Generator Upgrades**

**UNC CHARLOTTE**

Design First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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. (Note: Only provide information on personnel that will be actively involved in this project.)**

**ELECTRICAL FIRM, PRINCIPAL IN CHARGE**

Name

Office name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Provide resume on SF 330.

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

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**ENGINEER’S CONSTRUCTION ADMINISTRATOR**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name & Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Provide resume on SF 330.

**Most Recent NC Projects** % **Comp.** **Location Responsibility**

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

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