

The University of North Carolina at Charlotte

Planning, Design, and Construction
Facilities Management
9201 University City Blvd.
Charlotte, North Carolina 28223-0001

**PROJECT: UNC Charlotte
 Design and Construction Administrative Services
 Reese and Friday – Roofs
 Code 42126 Item 320**

Thank you for your interest in the subject project. This information is being provided to all firms that 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 30 pages – including standard forms). **Submittals are due by 2:00 p.m., May 24, 2022. Do not transmit any submittal information via email.**

The University is seeking a firm that is capable of designing and providing construction administration for the proposed project described in the attachment. The University desires to contract the selected firm to provide schematic/design development, contract documents, construction administration and inspection.

Submittals are to include the cover sheet, information provided in standard form (SF) 330, the Designer's Supplemental Information Form, along with any additional information considered appropriate. Please deliver **one copy** of the submittal, along with **one** electronic copy (pdf format) at the address noted above.

Your submittal should emphasize the experience and qualifications of those persons who would be working on the project. If you present information on previous projects, please provide information about the specific responsibilities of the proposed team members on those projects.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted in May 2022 and firms selected for interviews will be notified at that time. Interviews will be held in early June 2022.

Please deliver all submittals to me at the address written above. Any questions about the project should be submitted in writing to Jeanine Bachtel at jbachtel@uncc.edu.

Sincerely,

Kathryn L. Horne
Director of Planning, Design, & Construction

The University of North Carolina at Charlotte
Reese and Friday – Roofs
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PROJECT DESCRIPTION & SCOPE OF WORK:

The proposed project is for the design and construction of roof replacements for the following buildings located on the UNC Charlotte campus: Reese Building and Friday Building.

- Reese- Single Ply TPO Roof approximately 9,400 SF
- Friday Building- Ballasted EPDM Roof- approximately 33,000 SF

Roof replacements will be fully adhered PVC or TPO as budget allows.

The Designer shall provide a combined schematic/design development documents, construction documents and estimated construction costs for University & Office of State Construction code review. Bidding procedures, contracts and construction administration services for the roof replacements will also be required.

The Designer shall schedule meetings with designated university representatives to review each design phase of the project, to include budget and schedule.

Some of the important design elements will be:

- Economical design including evaluation of first and life-cycle costs.
- Evaluation of existing conditions and recommendations for repairs with attention to technical details and specifications
- Safety of university visitors, students, and personnel;
- Protection of existing facilities throughout construction.

LOCATION

The buildings are located in various locations throughout campus. Please refer to the campus map - <https://facilities.uncc.edu/our-services/maps> for building locations.

EXPECTATIONS OF THE DESIGNER

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

- Demonstrated experience in design of roof replacement projects, preferably in a higher education setting.
- Demonstrated ability to provide cost-effective design measures for roof replacement projects.
- Demonstrated ability to design and oversee construction of similar type projects.
- Knowledge of North Carolina State Construction Office and Department of Insurance requirements and procedures.

- Designer must also verify that the firm is independent of professional or financial connections to any manufacturers, contractors, and suppliers.

DESIGNER SELECTION CRITERIA

The selection committee will use the following criteria (NCAC 30D.0304) 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 this type of project.
- (2) Past performance on similar projects, preferably in a higher education setting.
- (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) Other factors that may be appropriate for the project.

SUBMITTAL REQUIREMENTS

- Brief overview of the teams understanding of the project. Also provide the team members' roles and responsibilities on roof repair and replacement projects.
- Provide documentation relative to design teams knowledge, experience, and expertise in all facets of roofing work.
- Provide information about the qualifications of individual(s) who would be responsible for these projects.
- One (1) bound booklet no more than **30 pages** (15 pages front and back) with design consultants' team with resumes and related work experience. Page limit shall be inclusive of standard forms.
- Submit booklet in digital format on USB in pdf format.
- Designers shall submit the proposal in the Standard Form 330.

SCHEDULE

The designer must be able to complete all requirements of the contract and complete the construction document submittal for this project prior to August 30, 2022.

BUDGET

The total budget for this project is \$1,237,100.00, which includes design support services, design fees, construction of the elements described above.

ADDITIONAL INFORMATION

The University Master Plan and Design and Construction Manual is available at <https://facilities.uncc.edu/our-services/facilities-planning>.

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
UNC CHARLOTTE
Reese and Friday – Roofs
Code 42126 Item 320

Architectural Firm & NC License #

Architect of Record

Engineering Firm & NC License #

Engineer of Record

UNC CHARLOTTE
Reese and Friday – Roofs

Design Firm _____

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: Provide information on personnel only where applicable.)**

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:

Provide resume on the SF 330.

| Past or Current Projects | % Comp. | Location | Responsibility |
|---------------------------------|--------------------|-----------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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 the SF 330.

| Past or Current Projects | % Comp. | Location | Responsibility |
|---------------------------------|--------------------|-----------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
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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 the SF 330.

| Most Recent NC Projects | % Comp. | Location | Responsibility |
|--------------------------------|--------------------|-----------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
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UNC CHARLOTTE
Reese and Friday – Roofs

ENGINEER

Office Name & Location (City) _____

NC License # _____

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

Provide resume on the SF 330.

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