***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 No. 0055 (Building Address: 9151 Cameron Blvd)

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

**Prospector Upper Level Dining Renovation**

**Advance Planning**

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. Submittals are due by **2:00 p.m. December 21, Facilities Management and Police and Public Safety Building #0055, Room 212.** **<http://facilities.uncc.edu/maps>**

**Do not transmit any submittal information via email.**

Submittals mustinclude 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 onecopy of the submittal, along with oneelectronic copy in pdf format (USB drive) attached to a printed submittal) to the address noted above. The 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 completed in January and firms selected for interviews will be notified at that time.

There will be a non-mandatorypre-submittal conference for any interested parties held **at 10:00 a.m. on December 12** in **Auxiliary Services Building #0039, Room 130.**  Visitor parking is available at this location. [**http://facilities.uncc.edu/maps**](http://facilities.uncc.edu/maps)

A non-mandatory tour of the building will take place immediately following the meeting. Visitor parking is available; see **https://facilities.charlotte.edu/our-services/maps/printable-campus-maps.**

Any questions about the project are to be submitted in writing to the Project Manager, Amanda Caudle **at** [**afelock@uncc.edu**](mailto:afelock@uncc.edu) by December 14, 2022.

Sincerely,

Kathryn L. Horne, FAIA

Director, Planning, Design and Construction

The University of North Carolina at Charlotte

**Prospector Upper Level Dining Renovation**

**Advance Planning**

**PROJECT DESCRIPTION & SCOPE OF WORK**

The project will provide Advance Planning for the comprehensive renovation of dining facilities in the 200 level of the Prospector building. The provide will include interior demolition and new interior construction of approximately 16,700 square feet. The project includes a new layout with new food venues, seating areas, finishes, lighting, replacement of food service equipment, replacement of mechanical, electrical distribution and exhaust systems.

All other operations in the Prospector building will remain in operation during the construction. The contractor’s access to the building, lay-down areas and space for storing materials is a critical consideration in the planning of the project. The construction will take place beginning March 2024 and be completed by July 31, 2024. The contract delivery method will be construction manager at risk.

The Designer will work with UNC Charlotte Planning Design and Construction, a committee that includes user representatives and campus stakeholders to define project needs, functions, adjacencies, program of spaces, narrative descriptions of building systems, preliminary site plan, floor plans, building elevations, equipment requirements and project costs. Presentations to committees and university leadership to present options, solicit input and present recommendations will be required. Advance Planning documents will be submitted to the Office of State Construction for approval.

Upon successful completion of the Advance Planning phase, the University may solicit complete design services for the project from the designer and their subconsultants.

**Project Location**

The Prospector building is located in the academic core of campus, (building 0034 on the campus map; <http://facilities.uncc.edu/maps>) at 9112 North Library Lane.

**EXPECTATIONS OF THE DESIGNER**

The design team should include professionals who demonstrate experience and knowledge in the following areas:

* Experience designing food service venues for higher education
* Experience with Mecklenburg County Health Department standards and requirements
* Success in working with multiple design disciplines
* Demonstrated ability to provide cost-effective design
* Experience incorporating sustainable strategies in building and site design
* Demonstrated ability to coordinate projects that involve multiple stakeholders
* Proven experience providing cost effective solutions for projects of this scope
* Experience with North Carolina State Construction Office and Department of Insurance requirements and procedures.
* UNC Charlotte encourages inclusion of HUB/SBE firms and vendors.

Prospector Upper Level Dining Renovation

Request for Qualifications

Advanced Planning

**DESIGNER SELECTION CRITERIA**

As detailed in the North Carolina Administrative Code (01 NCAC 30D.0303), the University’s Designer Selection Committee will evaluate submittals and make a recommendation using the following criteria:

1. Specialized or appropriate expertise in the programming and design of renovation and additions on a constrained site with possible phasing.
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.

**SUBMITTAL REQUIREMENTS**

1. Provide a brief overview of the team’s understanding of the project.
2. Provide the team members’ accomplishments and responsibilities on similar projects with a specific focus on team’s experience with foodservice and dining projects for higher education.
3. Provide a description of the team’s approach to delivering the project including individual team members’ responsibilities.
4. For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).
5. One (1) bound booklet no greater than 12½ inches in height and 9½ inches in width, maximum 40 pages, (20 pages when printed double sided) – including Standard Form 330 Parts I & II, cover letters, and University issued Submittal Cover Sheets, and excluding the cover, tabs, separators, clear covers, blank pages, or backs.
6. Submit electronic file on USB drive in pdf format.
7. Provide Information in the following Order:

A. UNC Charlotte Required Submittal Cover Sheet

B. Designer’s Supplemental Information Form

C. Cover Letter (Optional)

D. SF 330 Parts I & II (List square foot costs for all projects shown on SF 330 Part I within the project description).

E. Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.

**SCHEDULE**

The designer must be able to complete all requirements of the contract and complete the Advanced Planning for this project prior to April 1, 2023.

Prospector Upper Level Dining Renovation

Request for Qualifications

Advance Planning

**BUDGET**

The total project budget for this project is $11,000,000 which includes all costs associated with the project including design fees, furnishings, equipment, landscaping, construction, owner contingency and commissioning of the elements described above and any required off-site utility infrastructure improvements.

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**

**December 20, 2022**

**ADVANCE PLANNING**

**UNC CHARLOTTE**

**Prospector Upper Level Dining Renovation**

**FIRM INFORMATION**

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

Food Service Consultant Firm Location (Headquarters &Office Serving this Project)

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

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

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

RCDD Firm Location (Headquarters &Office Serving this Project)

Other Consultant Location (Headquarters &Office Serving this Project)

|  |  |  |
| --- | --- | --- |
| Prospector Upper Level Dining  Prospector Renovation  UNC | Design Firm |  |
| **UNC CHARLOTTE**  **ExpanUNC 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 SF 330 resumes for all personnel who will work on the project.

**List recent relevant projects including any relevant North Carolina state-owned projects.**

**PRINCIPAL IN CHARGE**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**DESIGN LEADER**

Name: License # Office Location

List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**CONSTRUCTION** **ADMINISTRATOR**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**FOOD SERVICE CONSULTANT**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**SITE/CIVIL ENGINEER**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**STRUCTURAL ENGINEER**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**MECHANICAL ENGINEER**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**ELECTRICAL ENGINEER**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**PLUMBING ENGINEER**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

**RCDD**

Name: License # Office Location List of recent relevant projects on which this person has participated:

**%**

**Past or Current Projects Complete Location Responsibility**

Submitted by: Signature: