

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

Temporary Office Space – Facilities Management - Capital Projects

Hickory Building (Building #536 on Campus Map)

9316 Mary Alexander Road

Charlotte, NC 28223

Telephone: 704-687-0615

PROJECT:    **UNC Charlotte**  
                  **Student Activity Center (SAC) IT Upgrade**  
                  **Design Services**  
                  **Code 41626 Item 307**

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 40 pages, 20 pages when printing double sided—including standard forms, cover letters, and University issued Submittal Cover Sheets**, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. **Actual page counts will be derived from the electronic pdf submittal.** Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal. Submittals are due in my office **(Please note Temporary Office location listed above)** by 2:00 p.m., **Thursday, May 11, 2017. 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 **late May**, and firms winnowed for interviews will be notified at that time. Phone interviews will take place **early June**.

The proposed site is open for review at any time.

Please deliver all submittals to me at the address provided above. Any questions about the project should be directed to the Project Manager, **Ms. Lisa Lanier** at [llanier@uncc.edu](mailto:llanier@uncc.edu).

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte  
**Student Activity Center IT Upgrades**  
Design Services  
Code **41626** Item **307**

**I. PROJECT DESCRIPTION:**

The project provides for information technology (IT) upgrades in the Student Activities Center (SAC) (Barnhardt Center) and Miltimore-Wallis Athletic Center. The network wiring, electrical, and cooling for server rooms will be enhanced. The current network cabling and wireless equipment is past its normal life expectancy and is not compatible with present-day network equipment. Primary needs will be Category 6 cable, fiber cable for new data closets, and associated cabling support infrastructure (pathways). Similar scope for adjoining Halton Arena is being addressed in a separate project.

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

Some of the important design elements will be:

- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient communication systems, including integration through renovations with the existing systems;
- Safety of visitors, students, and staff during construction;
- Protection of existing facilities throughout construction.

**Location**

The Student Activity Center site is located adjacent to Belk Gymnasium and Woodward Hall, with access from Barnhardt Lane off of Cameron Boulevard (#46 on the campus map—<http://facilities.uncc.edu/maps>).

**II. EXPECTATIONS OF THE DESIGNER:**

The Designer will assist in determining the exact upgrades necessary for the project and specific cable routing, using materials listed in the campus Bid Alternate Material list (Design and Construction Manual, Div. 27.)

Throughout the Design, the Designer may be required to provide three-dimensional views of the building interiors utilizing CAD/BIM software as the design evolves.

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

- Programming, designing and administering construction of major projects within budgets and in a timely manner—proven track records;
- Experience with the General Contractor/hard-bid construction delivery;
- Working with multiple user groups, committees, and University customers;
- Success in working with buildings which are currently occupied;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Building Information Modeling from design through construction;
- Success in working with multiple design disciplines.

### **III. SCOPE OF WORK:**

The SAC IT Upgrade project will provide information technology services to faculty, staff, and students at UNC Charlotte.

The Designer will review the facility requirements, pre-programming documents, schedules and cost estimates provided by university planning staff.

With the aid of University Planning and ITS staff, the Designer will update the pre-programming information to include the development and presentation of options for the most economical and effective equipment and cabling solutions.

The pre-program refinement deliverables shall include:

- A detailed breakdown of all required improvements by scope and location. This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessary telecom equipment, wiring, etc.
- Cost estimates of all improvements as established by the Consultants.
- Locations of ITS support spaces have been identified and must be assessed during the design phase.
- Descriptive narratives for ITS support spaces and other required spaces not listed above.

The Designer shall schedule meetings with designated University representatives to review required data collection, technical, maintenance, budget and schedule requirements.

The Designer shall develop a final set of construction plans and specifications that meet the University's needs and receive approval to bid from the State Construction Office (refer to State Construction Manual, Section 300 and 500).

### **IV. 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).**

## **V. SUBMITTAL REQUIREMENTS**

- Provide a brief overview of the teams' understanding of the project. Also, provide the team members' accomplishments and responsibilities from similar projects.
- Five (5) bound booklets no more than **40 pages (20 if printing double sided)** containing design consultants' team with resumes and related work experience.  
Page limit shall be inclusive of Standard Form 330 Parts I & II.
- Submit booklet in digital format on one (1) DVD, CD, or USB drive in pdf format.
- 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 costs for all projects shown on SF 330 Part I in bold print within the project description**).
  - E. **Supplemental information organized into 10 categories with subheadings matching the 10 Designer Selection Criteria outlined above.**

## **VI. SCHEDULE**

The designer must be able to complete the design for this project by **September 2017** in accordance with the planned construction of the improvements.

## **VII. BUDGET**

The total budget for this project is **\$1,400,000**, which must provide for design support services, design fees, furnishings/equipment, and construction of the elements described above, and any off-site 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**  
**May 11, 2017**

**DESIGN SERVICES**

**UNC CHARLOTTE**  
**Student Activity Center IT UPGRADE**

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**FIRM INFORMATION**

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Architectural Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Sub Consultant Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Mechanical/Plumbing Engineering Firm

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Location (Headquarters & Office Serving this Project)

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Structural Engineering Firm

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Location (Headquarters & Office Serving this Project)

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RCDD Firm

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Location (Headquarters & Office Serving this Project)

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Add others as needed (Survey, Geotechnical, etc.)

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Location (Headquarters & Office Serving this Project)

**Student Activity Center IT Upgrade  
UNC CHARLOTTE**

Design Firm \_\_\_\_\_  
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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **STRUCTURAL 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **MECHANICAL 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: \_\_\_\_\_