

*The University of North Carolina at Charlotte*

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, NC 28223

Telephone: 704-687-0615

PROJECT:    **UNC Charlotte**  
              **Science Café**  
              **Design/Construction Administration Services**  
              **Code 41926 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 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 by **2:00 p.m., Thursday, January 30, 2020. 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 **early February**, and firms winnowed for interviews will be notified at that time. Interviews will take place **late February/early March.**

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  
**Science Café**  
Design/Construction Administration Services  
Code **41926** Item **306**

**I. PROJECT DESCRIPTION:**

The project is for the build-out of approximately 1,375 square feet to accommodate a café food venue within the Science Building, currently in construction. Space was allocated in the initial design for a food venue and will be built out from shell space. The café will provide beverages, pastries, prepared sandwiches and salads. Seating will be provided in space adjacent to the café and in the outdoor plaza. Design Services will require Construction Document and material specifications production and Construction Administration services, and associated project cost estimates which will include associated work to the HVAC, fire alarm, ITS, plumbing, and electrical systems. No structural or civil engineering components are anticipated in this scope of work.

The design will be consistent with the University Design & Construction Manual—  
<http://facilities.uncc.edu/DCManual>.

Some of the important design elements will be:

- An overall concept that enhances student interaction with the space;
- Storefront elevation that visually enhances connections between interior Science Building gathering spaces and outdoor plaza seating;
- Simplicity of design with an emphasis on economical construction and maintainability;
- Effective and efficient HVAC, electrical, and communication systems, including integration with the existing Science Building systems under construction;
- Integration of aesthetics with Science Building branding.

**Location**

The Science Café site will be located within the Science Building, currently in construction, on the 1<sup>st</sup> floor (#97 on the campus map—<http://facilities.uncc.edu/maps>). The design team will need to plan for the impact and integration with ongoing construction to the Science Building.

**II. EXPECTATIONS OF THE DESIGNER:**

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

- Designing and administering construction of build-out projects within budget and in a timely manner—proven track records;
- Working with multiple user groups, committees, and University customers;
- Success in the build-out of food service venues;
- 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 scope of work includes recommendations for the build-out of approximately 1,375 square feet of space within the Science Building to accommodate a café for the building occupants. The Designer will provide SD/DD, CD's, associated cost estimates, and Construction Administration services. Please note: The current construction of the Science Building and Café shell space planned for food service kitchen infrastructure in the original design. The Designer should assume this plan as the basis of continuation of design.

The Designer is expected to produce schematic sketches that will present options to the University of how the project area will be developed, including space allocations, storefront elevations, and interior three-dimensional perspective views utilizing CAD software as the design evolves. The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities at UNC Charlotte. The designs should respond to University leaders who will give both general and specific guidance for desired project attributes.

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

The Designer shall develop final Documents that meet University needs and suffices for submission to State Construction Office for approval (refer to State Construction Manual, Section 306).

### **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 all requirements of the contract and complete the Construction Documents for bidding by September 2020. Construction to be complete by July 2021.

## **VII. BUDGET**

The current budget for this project is **\$1,400,000** which will include design support services, design fees, equipment, construction, and any associated utility infrastructure and controls integration.

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 30, 2020**

**DESIGN / CONSTRUCTION ADMINISTRATION**  
**SERVICES**

**UNC CHARLOTTE**  
**SCIENCE CAFÉ**

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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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Food Service Sub Consultant Firm & NC License #

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Location (Headquarters & Office Serving this Project)

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Plumbing Engineering Firm

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Location (Headquarters & Office Serving this Project)

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Mechanical Engineering Firm

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Location (Headquarters & Office Serving this Project)

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Electrical 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)

**Science Café**  
**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/ARCHITECT**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FOOD SERVICE CONSULTANT -DESIGN LEADER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONSTRUCTION ADMINISTRATOR**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PLUMBING ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MECHANICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ELECTRICAL ENGINEER**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RCDD**

Name: \_\_\_\_\_ License # \_\_\_\_\_ Office Location \_\_\_\_\_

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

	%		
<b>Past or Current Projects</b>	<b>Complete</b>	<b>Location</b>	<b>Responsibility</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Signature: \_\_\_\_\_