

The University of North Carolina at Charlotte
Capital Projects
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704/687-6280

**PROJECT: UNC Charlotte
 Parking Deck I
 Advanced Planning and Schematic Design Services
 Code 40826 Item 310**

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. **Submittals are due in my office by 2:00 p.m., 7/28/2009. Do not transmit any submittal information via email or any other type of electronic format such as CDs or videos.**

The University is seeking a firm which is capable of advanced planning, programming, designing, administering construction administration and inspecting the facility described in the attachment. The University desires to contract the selected firm to provide advanced planning and schematic design and, if the University is satisfied with this effort, amend the contract to include design, construction administration and inspection.

Submittals are to include the cover sheet, standard 254 Form, 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 on CD (pdf format) to my office at the address noted above.

In your submittal, please emphasize the achievements and qualifications of those persons who would be working on our project. If you present information on previous projects, it would be helpful to inform us how your team members participated on those projects.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be complete in August 2009 and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above.

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Parking Deck I
Advanced Planning and Schematic Design Services
Code 40826 Item 310

PROJECT DESCRIPTION:

The project will provide a new parking deck on the UNC Charlotte campus. The facility will contain approximately 1100 spaces and will be located at the Charlotte Research Institute. The Parking Deck I designer will actively participate in coordinating the deck design with the new Robert Snyder Road development and Campus Master Plan that is currently underway.

The design will be consistent with the Visions and Values and the Planning Assumptions of the Campus Master Plan. It will impart a sense of permanence and tradition in its exterior appearance and in a manner consistent with recently designed buildings in the vicinity. The exterior design will express a dominance of the campus standard brick and cast stone trim. Service areas and utility equipment must be appropriately concealed.

The University's Design Manual and Campus Master Plan can be viewed at:
<http://facilities.uncc.edu/>

Some of the important design elements will be:

- Exterior design consistent with established architectural style of surrounding Academic and Facilities Buildings;
- An overall concept that uses sustainable practices;
- Site orientation that visually enhances views and connections between the main campus, Athletics and the Charlotte Research Institute;
- Precinct study to accommodate the future elements depicted in the updated Campus Master Plan
- Simplicity of design with an emphasis on economic and timely construction;
- Effective and efficient HVAC, electrical, and communication systems;
- Apply building design standards to become a LEED Certified building;
- Safety of University visitors, students, and personnel;
- Protection of existing facilities throughout construction.

Location

The proposed new Parking Deck I will be located at the Charlotte Research Institute.

EXPECTATIONS OF THE DESIGNER

The designer will assist in determining the exact placement and orientation of the deck and how the Campus Master Plan will be affected by the placement of this deck. During the feasibility study the designer will be expected to present schematic sketches which will present options to the University of how the project area will be developed including space allocations with adjacent entities.

Throughout the Schematic Design Phase the Architect will provide three-dimensional perspective views of the exterior building utilizing CAD software as the design evolves. The Design team must include a Professional Traffic Engineer. Members of the Design Team must be capable of listening, comprehending and responding to University leaders who will give both general and specific guidance for desired project attributes. The Designer must be willing to conform to the established palette of building materials and site furnishings for new University facilities.

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

- Experience in design of parking facilities;
- Programming, designing and administering construction of major projects within budgets and in a timely manner;
- Experience with the CM at Risk delivery method
- Experience detailing proper assembly of the types of exterior building materials prescribed by the University;
- Traffic engineering;
- Experience in understanding civil aspects such as cut/fill and buildable slopes as they pertain to buildings and their adjacencies to roads, etc;
- Familiarity with design incorporating LEED components
- Working with User committees;
- North Carolina State Construction Office and Department of Insurance requirements and procedures;
- Engineering design of mechanical and electrical systems in buildings and similar type parking structures;
- Water quality/best management practices (BMP) facilities;
- Ability to minimize land disturbance and retain natural landscape.

SCOPE OF WORK:

The proposed new Parking Deck I will provide parking services to faculty, staff and students at UNC Charlotte.

The deck will follow most recently constructed decks in terms of appearance, and the deck exterior may be built with a precast and precast thin brick panel system.

The Designer shall provide a general review of the facility requirements and subsequent program development for the project.

With the aid of University prepared Pre-Programming information the initial Programming effort shall include the development and presentation of options for the most economical and cost effective size, grouping and/or vertical stacking of functions. From this analysis, the University will further decide the size, number and arrangement of spaces.

Program identification shall include a functional breakdown of all required spaces, with classifications such as offices, storage and support spaces. Meetings with Parking Services and other building users must be completed as required, clearly defining all square footage, functions, traffic patterns, layout and equipment.

The Program shall include:

- A detailed square footage breakdown of all required spaces. This description shall be in spreadsheet format and identify all spaces required for net useable space, plus necessary mechanical equipment, stairs, elevators, etc. This information will require a summation to arrive at a final total of the gross square footage required for the Deck.
- Functional and adjacency diagrams (precinct studies) shall be developed showing the relationship of building spaces. This shall be based on the analysis outlined above. Final adjacencies will include both function and economy.
- Descriptive narratives and cost estimates of all spaces including technical, mechanical, electrical, plumbing and telecommunications, as established by the Consultants.
- Descriptive narratives for support spaces including service areas, mechanical, electrical and plumbing spaces, maintenance facilities, and other required spaces not listed above.
- Building demand for basic utility services to the building including water, sewer, power, gas, telecommunications and HVAC systems. The Program shall include utility and other service extensions, such as lighting, and sidewalks, to connect with the existing UNC Charlotte system.
- Concept diagrams and descriptive narratives for student, faculty, visitor and staff entrances and all required life safety provisions such as, but not limited to, rated corridors and exits.
- Concept diagrams and descriptive narratives of vehicular access to accommodate adjacent building deliveries, emergency access, maintenance and waste disposal services.
- An evaluation of site requirements for parking, lighting, security and required connections to both current and future Building needs. This evaluation should incorporate all policies, concepts and guidelines outlined in the UNC Charlotte Campus Master Plan.

- Site development costs for drainage, roads, parking, walks, irrigation, signage, utilities, etc.

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 Program and Schematic Design document that will include:

- All program data outlined above.
- Detailed site location as coordinated with the adjacent sites and UNC Charlotte Campus Master Plan.
- Project schedule.
- Estimate of Project Cost.
- A cover sheet identifying the project and signed and sealed by the architect and engineers involved in its preparation.

The Designer shall coordinate with the University's Director for Facilities Planning in the development of a Conceptual Site Plan that establishes the optimum location of the facility and adjacent courts. The Designer will assist by providing input on the following issues:

- External pedestrian area
- Building entrances
- Special exterior access for other user needs
- Building relationship and site plan

In addition to the Final Program document, the designer will develop presentation boards and renderings for use by the Chancellor and others in discussing the building with outside individuals. The presentation boards should highlight the site plan, summary of the program, and should include renderings of potential building exterior elevations as they relate to the surrounding landscape as well as existing and future buildings. Following University approval of this document the designer will proceed into the schematic design phase in accordance with State Construction Office requirements.

Designer Selection Criteria

The selection committee will use the following criteria 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.

Architecture

- Demonstrated experience working with Owner to design a building that fits with the University architecture.
- Demonstrated experience in design of similar parking structures.
- Demonstrated ability to provide cost-effective design.
- Demonstrated ability to coordinate projects that involve multiple constituents.
- Demonstrated ability to design and oversee construction of similar type projects.

Programming

- Experience in university programming of similar facilities.
- Demonstrated experience working with User committees.

Site Design

- Experience in coordinating structures to maximize the relationship of building to the adjacent sites.
- Ability to minimize land disturbance and retain natural landscape.
- Ability to design civic open space/plazas.
- Ability to relate buildings to future adjacent spaces.
- Continues UNC Charlotte's good stewardship of the physical environment.

Infrastructure

- Ability to successfully design utility infrastructure
- Successful experience in providing cost effective information technology, mechanical, electrical, and plumbing systems for facilities of this scope.
- Ability to add Photovoltaic Solar panels on the top level of the parking deck to generate power to service the deck lighting and provide shade for vehicles.

Submittal Requirements

- Brief overview of the teams understanding of the project. Also provide the team members' accomplishments and responsibilities for similar projects.
- Five (5) bound booklets no more than **60 pages** containing design consultants' team with resumes and related work experience. Page limit shall be inclusive of standard forms.
- Submit booklet in digital format on one (1) DVD or CD in .pdf format.
- Designers shall submit 254 Form.

Design Administration

- Consultant shall prepare and submit for review a report illustrating success in state projects to include examples of completing projects on time and within budget.
- Previous experience with state-owned projects and familiarity of State Construction Office and Department of Insurance procedures.
- Team's design and administration philosophy for achieving the client's program and how that philosophy would be applied to this project.
- Description of the team which would design and administer the project. The qualifications and experiences of members of your firm who will work on this project are of great interest to our committee.
- Capability of the firm to accomplish work in the required time frame.
- The breadth and size of a firm will be considered to match the complexity/simplicity of the proposed project.

Other Factors

- Volume of state projects in the past 24 months.
- Geographic proximity to the UNC Charlotte campus.
- Historically Underutilized Business representation in proposed team structure. Please include a brief description of potential opportunities or strategies for the involvement of HUB consultants/sub-consultants on the project.

SCHEDULE:

The designer must be able to complete all requirements of the contract and complete the Advanced Planning and Schematic Phases for this project prior to March 2010.

BUDGET:

The total budget for this project is \$24,480,000 which must provide for design support services, design fees, LEED Certification, furnishings, landscaping, construction of the elements described above, and any off-site utility infrastructure improvements.

The budget for the Advanced Planning and schematic design phases of this project is in the range of \$1.5 - \$1.75 million, which must provide for advanced planning and schematic design services and any design support services.

An updated OC25, which will be submitted by the University, will be based on the Designer's cost estimate prepared in the Schematic Phase.

Additional information

The University Master Plan and Design Manual are located at:

<http://facilities.uncc.edu/>

REQUEST FOR QUALIFICATION PACKAGE ACKNOWLEDGE FORM

PARKING DECK I

UNC Charlotte is very conscious and extremely appreciative of the time and effort you expend in preparing and submitting your information in response to this requirement. If you intend to submit a Qualification Package, please complete Sections I and II, and return this form by July 14, 2009. All responses should be scanned and emailed to the following: Joyce Clay, ljclay@uncc.edu

SECTION I

_____ We, the undersigned, plan to submit a Qualification Package (Check this if you plant to submit a proposal for the project).

SECTION II

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Business Telephone Number: _____ Fax: _____

Email Address: _____

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

7/28/2009

ADVANCED PLANNING and SCHEMATIC DESIGN PHASES

UNC CHARLOTTE PARKING DECK I

Architectural Firm & NC License #

Architect of Record

Landscape Architectural Firm & NC License #

Landscape Architect of Record

Mechanical Engineering Firm

Mechanical Engineer

Electrical Engineering Firm

Electrical Engineer

Plumbing Engineering Firm

Plumbing Engineer

Structural Engineering Firm

Structural Engineer

RCDD Firm

RCDD

Parking Deck I
UNC CHARLOTTE

Design Firm _____
Contact Name _____

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.**

PRINCIPAL IN CHARGE.

Name _____ Office Location (City) _____ NC License # _____

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

Provide resume.

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

DESIGN LEADER (The person who will be the University's contact throughout the project).

Name _____ Office Location (City) _____ NC License # _____

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

Provide resume.

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

CONSTRUCTION ADMINISTRATOR

Name _____ Office Location (City) _____ NC License # _____

Provide resume and list most recent State owned projects on which this person has participated:

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

LANDSCAPE ARCHITECT

Name _____ Office Location (City) _____ NC License # _____

Provide resume and list most recent State owned projects on which this person has participated:

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

STRUCTURAL ENGINEER

Name _____ Office Location (City) _____ NC P.E. # _____

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

%

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name _____ Office Location (City) _____ NC P.E. # _____

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

%

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name _____ Office Location (City) _____ NC P.E. # _____

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

%

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name _____ Office Location (City) _____ License No. _____

Provide resume and list of most recent North Carolina State-owned projects on which this person has participated:

%

Most Recent NC Projects	Comp.	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by _____

Signature _____