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| --- | --- | --- |
|  | **Gregory A. Driver, PE**Executive Director Engineering ServicesUniversity Engineer |  |
|  | Facilities Services103 Airport DriveCampus Box 1821Chapel Hill, NC 27599-1821 | TEL: 919.843.0456facilities.unc.edu/engineering/greg.driver@facilities.unc.edu |

**NOTICE**

**POSTED:** October 20, 2016

**SUBJECT:** **UNC 2017 Open Ended Design Services**

The University of North Carolina at Chapel Hill is accepting submittals for Open-End Design Services for the following disciplines:

Abatement Design

Arc Flash Analysis

Architecture

Audio/Visual Design

Civil Engineering

Commissioning-Envelope

Commissioning-PME

Electrical Engineering

Interiors

Lab Planner

Land Surveying

Landscape Architecture

Lighting Design

Mechanical Engineering

Roof Engineering

Structural Engineering

Vivarium Consultant

Address submittals for deliveries by mail to:

 Mr. Cody J. Pace

 Administrative Support Specialist

 UNC Chapel Hill

 Engineering Services

 103 Airport Drive

 Chapel Hill, NC 27599-1821

 Phone: 919-843-3617

All submittals shall be received no later than **2:00 P.M. November 10, 2016**.

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

All submittals will be reviewed and the selected firms will be notified in December 2016.

**INSTRUCTIONS FOR SUBMITTAL**

1. Provide four (4) copies of your submittal package, along with one digital copy (pdf format) on a USB flash drive.

2. Provide separate submittal packages for each category being offered by your firm.

3. Maximum dimensions of submittal documents are 9” x 11-1/2" Limit package to 30 one-sided pages (8-1/2” x 11”). Cover sheets do not count in the 30 page maximum.

4. Include these items, at a minimum, in the submittal, **in the sequence listed**:

1. The UNC Chapel Hill Supplemental Information Sheet.
2. Provide a list of responsibilities which each person has provided on three State owned projects, if available;
3. Cover Letter (optional);
4. Standard Form (SF) 330 Form for the office(s) which are offering services. If your firm has more than one office location, we are most interested in the office which will offer services to us. The SF-330 is included in the 30 page limit.
5. Executive summary (max 3 pages) highlighting the relevance of the proposed staff, experience and project types regarding the discipline of choice.
6. Other information you believe to be relevant that shows your expertise in the field.

5. **IMPORTANT:** The *Supplemental Information Sheet* is to be the top sheet of the submittal.

**Terms**

The University will determine the length of each open-end contract, which will be a one-year agreement with an additional one year option (if executed by the University and accepted by the design firm).

**Projects**

Projects will be all informal (under $500K). The University may select any firm which has an Open-End Design Agreement and negotiate a contract to design or provide professional services for any project meeting the criteria of the General Statutes. There can be no assurance that any projects will be funded and/or that a design firm will be selected for a project should some be funded.

Notes:

* Do not alter the format of the **SUPPLEMENTAL INFORMATION SHEET**
* Please type or neatly print the requested information.
* More than three personnel may be listed on your supplemental information sheet.
* For each discipline category, a separate submittal and appropriate number of copies is needed.

**UNC Chapel Hill**

 **OPEN-END DESIGN SERVICES SUBMITTAL**

 ***SUPPLEMENTAL INFORMATION SHEET***

**Type of Service Offered**

 Check only one More than one may be submitted but it must be a separate package.

[ ]  Abatement Design [ ]  Arc Flash Analysis [ ]  Architecture

[ ]  Audio/Visual Design [ ]  Civil Engineering [ ]  Commissioning-Envelope

[ ]  Commissioning-PME [ ]  Electrical Engineering [ ]  Interiors Design

[ ]  Lab Planner [ ]  Land Surveying [ ]  Landscape Architecture

[ ]  Lighting Design [ ]  Mechanical Engineering [ ]  Roof Engineering

[ ]  Structural Engineering [ ]  Vivarium Consultant

Name of Firm

Mailing Address

Name of Official Authorized to Execute Agreements

 Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State location of office from where services will be provided

Please check here if your firm is North Carolina Certified Historically Underutilized Business HUB [ ]

List of Personnel who would actually perform work:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Employee Title Registration Number

 Location (City/State) Cell Phone # email address

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Employee Title Registration Number

 Location (City/State) Cell Phone # email address

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Employee Title Registration Number

 Location (City/State) Cell Phone # email address

*Add other personnel if needed.*

***This Supplemental Information Sheet is to be on top.***