

Science Space Utilization Study - Responses to Questions

October 20, 2015

The following questions were submitted via email. Responses are noted below:

- 1. Clarify the Number of Pages in submittal**
 - a. Provide a maximum of 60 pages.
- 2. Pre-Proposal Meeting**
 - a. There will not be a pre-proposal meeting. Additional background information will be provided to the shortlisted firms.
- 3. Will there be teaching labs in the building in addition to the research lab space?**
 - a. The study will examine science programs and space, including instructional and research labs. The focus of the study is not a single building.
- 4. Is the university planning to seek LEED certification for this building?**
 - a. The study will examine science programs and space on UNC Charlotte's campus. The focus of the study is not a single building.
- 5. Location of consultant firm**
 - a. Because this is a utilization study and does not include design for a new building, there is no requirement that the consultant firm(s) be local. The ability to provide the required level of professional service on campus and in person to meet the expectations of UNC Charlotte and the requirements of the project is the responsibility of the consultant.
- 6. Binding**
 - a. Plastic spiral binding is acceptable.
- 7. Is the focus of the study limited to space utilization only within existing buildings or should the study anticipate future growth within new structures?**
 - a. Please refer to Item A. Purpose for the scope of the study.
"The study will provide recommendations on the best use of existing and future facilities to promote interdisciplinary teaching and research to accommodate current and future science program needs and maximize effective and efficient use of space."
- 8. How many square feet of buildings generally, and science buildings specifically, are on the campus now?**
 - a. The campus has approximately 9.2 million gross square feet of space.
- 9. What is the ratio of grad students to undergraduates?**
 - a. Refer to the UNC Charlotte Fact Book for information on student enrollment. (available on the UNC Charlotte website)
- 10. Is the 2011 campus master plan the most recent one?**

Science Space Utilization Study - Responses to Questions

October 20, 2015

- a. The UNC Charlotte Master Plan 2010 is the most recent master plan; refer to the UNC Charlotte Master Plan available on the web at <http://masterplan.uncc.edu/>
- 11. Are you looking for just the Study Team or should we include a full team for a potential building project?**
 - a. The focus of the study is not a single building. Provide a team with the qualifications to provide the scope of work described in the Request for Proposals.
- 12. Are there any preferred MEP firms we should consider?**
 - a. No. Propose a team with the qualifications to provide the scope of work described in the Request for Proposals.
- 13. Is the university planning to seek LEED certification for this building?**
 - a. The focus of the study is not a building.
- 14. On Page 2 of the RFQ under the Scope of Work, bullet point 2, states that the team will “Evaluate the existing use and condition of facilities currently allocated to science programs.” The team has assumed that this means that in addition to the general condition of the science facilities and equipment, the structural conditions as well as the condition of the mechanical, electrical, and plumbing systems will be evaluated as part of the scope of work for this phase. Is this a correct assumption?**
 - a. The intention of the study is to evaluate the current condition of the existing space as one of the factors to be considered in making recommendations about the best use of space for a particular program or use. It is not the intention of this study to provide in depth analysis of existing building infrastructure.
- 15. Please elaborate on your expectations for the scope of the facility condition evaluation.**
 - a. A comprehensive facility condition analysis is not part of this study. The intention of the study is to evaluate the current condition of the existing space as one of the factors to be considered in making recommendations about the best use of space for a particular program or use.
- 16. Please list the specific departments that will be included in the University of North Carolina at Charlotte Science Space Utilization Assessment study.**
 - a. The study will look primarily at programs that include wet lab space in their programs. Other programs may be added prior to the start of the study.
 - Physics
 - Chemistry
 - Biology
 - Earth science
 - Psychology

Science Space Utilization Study - Responses to Questions

October 20, 2015

- Engineering programs that utilize science lab space may be included as well

17. For this study, do you feel that it is important for our team to have engineers as part of this study?

- a. Provide the consultants that you feel are necessary to provide the scope of work outlined in the Request for Proposals.

18. Which institutions does UNC Charlotte consider to be its current peer institutions? Who are your aspirational peers?

- a. UNC Charlotte peer institutions are listed on the UNC Charlotte Office of Institutional Research website. <http://ir.uncc.edu/peer-institutions>. Discussion about aspirational peers may occur as part of the study.

19. Have previous planning studies been done on all or portions of the sciences at UNC Charlotte, and should they be given consideration in the proposed study?

- a. There have not been any comprehensive studies of UNC Charlotte science programs and space allocated to these programs. The 2010 Master Plan includes a Space Needs Analysis that includes space for science. Feasibility studies prepared for specific buildings and/or programs will be shared with the selected consultant.

20. How will the study process be structured relative to input and review by UNC Charlotte? Are the necessary committees already formed?

21. What are your expectations for faculty, staff and student involvement in the planning process?

- a. UNC Charlotte will work with the selected consultant to develop a process for completing the study. It is our intention to engage faculty and staff in the process. We will expect the consultant to help develop the process based on their experience with conducting successful studies at other institutions. The necessary committees will be formed prior to the start of the study.

22. Can you share with us the individuals who will be evaluating the proposals?

- a. The selection committee will include representatives from Academic Affairs and from Facilities Management.

23. On the newest Consultant's Team Supplemental Information Forms, can we add an additional major consultant firm's name (page 4) and one or more individual names to this list (Page 5)?

- a. Yes. Include all consultants that you think will be needed to provide the scope of work described in the Request for Proposals.

24. Can you share any data on your expected growth in enrollment and/or research?

- a. Discussion about expected growth will take place with the selected consultant as part of the study process.

Science Space Utilization Study - Responses to Questions

October 20, 2015

25. Are you anticipating growth or change in any area of study or research?

- a. Yes. UNC Charlotte Institutional and Academic Plan(s) will be reviewed as part of the study. We expect the study will help identify space needs relative to anticipated growth.