

*The University of North Carolina at Charlotte*  
Facilities Management  
9201 University City Blvd.  
Charlotte, N.C. 28223-0001  
TEL: 704/687-0512

PROJECT: **UNC Charlotte**  
**Science Space Utilization Study**

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 60 pages – including standard forms**). Submittals are due in my office (Facilities Management/Police Building, Room 222) by 2:00 p.m., **Tuesday, November 3, 2015**. 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 **November** and firms winnowed for interviews will be notified at that time.

Please deliver all submittals to me at the address written above. Any questions about the project should be submitted in writing to the Project Manager for the project, Kathryn L. Horne at [khorne16@uncc.edu](mailto:khorne16@uncc.edu) no later than **October 20, 2015, 4:00 p.m.**

Sincerely,

Laurie Manderino  
University Program Associate

# The University of North Carolina at Charlotte

## Science Space Utilization Assessment

### A Purpose:

- To develop a comprehensive plan for the most effective use of UNC Charlotte science facilities by aligning science program needs with existing space. This study will include a review of UNC Charlotte science programs, academic strategic plans and anticipated future growth in student enrollment and research, and an evaluation of current condition and use of existing science facilities.
- The study will provide recommendations on the best use of existing and future facilities to promote interdisciplinary teaching and research accommodate current and future science program needs and maximize effective and efficient use of space.

### B Scope of Work:

- Conduct a review and evaluation of current science programs identified by the university and academic strategic plans including projected growth in enrollment and research.
- Evaluate the existing use and condition of facilities currently allocated to science programs. Provide comparison with national metrics and best practices.
- Based on analysis of existing programs and facilities, determine the need for additional science instructional and research space to meet long term instructional and research needs for the university as outlined in the academic strategic plans.
- Determine the best use of existing facilities to meet current and projected science program needs.
- Recommend locations of programs and allocation of space to accommodate strategic plans, facilitate interdisciplinary teaching and research, provide flexibility for change over time and provide the most effective use of space.

### C Outputs/ Deliverables:

- Multiple meetings with the steering committee and/or other university faculty and staff in order to gather information, address issues, and present the findings.
- Written executive summaries with description of the analysis, options, and recommendations.
- Recommendations for allocation of space in tabular format.
- Diagrams of existing locations of science program space and recommended locations for science programs
- Back-up data in the form of spreadsheets and graphics to support the recommendations.

**D Schedule:**

- Six (6) months from the date of the agreement, a report and a presentation to University Administrators resultant from the above scope of work.

**E Consultant Team 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 three firms to be interviewed for selection as the designer of record.
  - Experience with space needs assessment studies.
  - Experience programming and planning large, interdisciplinary, university academic science facilities (instruction and laboratory).
  - Demonstrated ability to coordinate projects that involve multiple constituents.
  - Understanding of current and emerging directions in interdisciplinary, academic science teaching and research in higher education.
  - Demonstrated ability to understand campus needs and appropriate program adjacencies.

**F Submittal Requirements:**

- Brief overview of the teams understanding of the project.
- Provide the team members' accomplishments and responsibilities for similar projects.
- Consultant shall submit for review information demonstrating an understanding of issues relevant to academic science facility programming and planning.
- 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 study. The qualifications and experiences of members of your firm who will work on this project are of great interest to our committee.
- Five (5) bound booklets using a ½” comb binding (**no notebooks or binders please**) no more than **60 pages** (single sided), including parts 1 and 2 of the standard 330 Form, 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.
- Consultant teams shall submit parts 1 and 2 of the standard 330 Form.

**G. Additional Information:** The University Master Plan and Design Manual are located at: <http://facilities.uncc.edu/>

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**  
**November 3, 2015**

**UNC CHARLOTTE**  
**SCIENCE SPACE UTILIZATION STUDY**  
**REQUEST FOR PROPOSAL**

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Architectural Firm & NC License#

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Architect of Record

**Science Space Utilization Study**

Request for Proposal  
UNC CHARLOTTE

Design Firm \_\_\_\_\_  
Contact Name \_\_\_\_\_

**CONSULTANT TEAM'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 projects on which this person has participated:

Provide resume.

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

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

Name \_\_\_\_\_ Office Location (City) \_\_\_\_\_ NC License # \_\_\_\_\_

List of most recent projects on which this person has participated:

Provide resume.

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

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

Signature \_\_\_\_\_