

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
Sustainability Plan Update Support**

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 20 pages (front and back)– including standard forms**). Submittals are due in my office (Facilities Management/Police Building, Room 222) by 5:00 p.m., **Tuesday, December 20, 2016**. 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 **January, 2017** 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, Michael Lizotte at mlizotte@unc.edu no later than **December 8, 2016, 4:00 p.m.**

Sincerely,

Laurie Manderino
Planning Coordinator

The University of North Carolina at Charlotte Sustainability Plan Update Support

A Purpose:

- To assist UNC Charlotte in developing campus sustainability goals and assessing current relevant campus resources for a revision of the campus sustainability plan in 2017-2018. The final plan is anticipated to establish overarching goals, short- and long-term milestones, prioritized actions, and an assessment of resource needs. The plan will replace the current 2010 Campus Sustainability Plan and 2012 Climate Action Plan as a guiding document for campus sustainability initiatives.
- Gather stakeholder input for developing a set of overarching goals for campus sustainability.
- Assess current university resources deployed for operations relevant to sustainability performance measures.

B Scope of Work:

- Develop a strategy and work plan and facilitate workshops and online discussions for stakeholder input from the campus community.
- Coordinate and lead facilitation of five themed workshops, with assistance from university staff. Themes include:
 - Producing Waste and Pollution
 - Transporting People and Goods
 - Consuming Materials, Water, and Energy
 - Supporting Health, Wellness, and Prosperity
 - Engaging Teaching, Learning, and Scholarship
- Collect and collate results collected from workshops and online input.
- Survey and interview campus units to compile data on current campus resources used in key operations that impact sustainability performance. Resources will include staffing, expertise, equipment, space, and budget. Key operational areas to be assessed include:
 - Waste diversion & disposal
 - Transportation of people and goods
 - Energy use and conservation
 - Water use and conservation
 - Health and Wellness
- Research peer institutions to provide a comparison and analysis of current university resources in key university operations to peer institutions.

UNC Charlotte
Sustainability Plan Update Support

C Outputs/ Deliverables:

- Up to 10 meetings with the sustainability staff and/or other university faculty and staff in order to gather information, address issues, and present the findings.
- Digital versions of materials produced to organize, promote, and document workshops and online stakeholder engagement.
- Digital written reports that cover objectives, methods, analysis, and findings. Two reports are anticipated:
 - Stakeholder Perspectives on Campus Sustainability Goals
 - Current Resources for Achieving Sustainability.
- Executive summaries with description of the methods, analysis, and findings.
- Summaries of stakeholder input and current resources, in tabular format.
- Back-up data in the form of spreadsheets and graphics to support the findings.
- Presentation materials related to final reports.

D Schedule:

- By end of April 2017, completion of workshops for stakeholder input.
- By June 2, 2017, 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 consulting firms. These criteria will be used to assess qualifications of consulting teams and to select three firms to be interviewed for selection as the consultant of record.
 - Experience with workshop planning and facilitation.
 - Experience gathering stakeholder input using in-person and online means.
 - Experience assessing human and material resources within large organizations.
 - Demonstrated ability to coordinate projects that involve multiple constituents.
 - Understanding of current and emerging directions in corporate and institutional sustainability.
 - Demonstrated ability to understand campus needs, concerns, and constituencies.

F Submittal Requirements:

- Brief overview of the team's 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 sustainability planning and stakeholder engagement.
- Team's organization and administration philosophy for achieving the client's program and how that philosophy would be applied to this project.
- Description of the team that would carry out the specified work. The qualifications and experiences of members of your firm who will work on this project are of great interest to our committee.
- Five (5) printed copies (**stapled; no binding or binders please**) no more than 20 pages (front and back), including parts 1 and 2 of the standard 330 Form, containing consultants' team with resumes and related work experience. Page limit shall be inclusive of standard forms.
- Submit document 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: Links to the UNC Sustainability Policy, 2010 Campus Sustainability Plan, and 2012 Climate Action Plan are located at:

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

This sheet is to be the cover sheet for the submittal.

SUBMITTAL
December 20, 2016

UNC CHARLOTTE
SUSTAINABILITY PLAN UPDATE SUPPORT
REQUEST FOR PROPOSAL

Firm Name

Proposal Leader

Sustainability Plan Update Support

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.

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 projects on which this person has participated:

Provide resume.

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

Submitted by _____

Signature _____