

The University of North Carolina at Charlotte
Facilities Planning
Facilities Management
9201 University City Blvd.
Charlotte, N.C. 28223-0001
TEL: 704-687-0511

PROJECT: **UNC Charlotte**
Athletic Facilities Master Plan
Request for Proposals

Thank you for your interest in the Athletic Facilities Master Plan. This information is being provided to all firms that express an interest in the design of the project.

Limit the size of the proposal to no greater than 12½ inches in height and 9½ inches in width (**maximum 60 pages – including standard forms.**) Submittals are due by 2:00 p.m., **August 2, 2018**. Do not transmit any submittal information via email.

Submittals **must** include the cover sheet, Sections I and II of the Standard Form 330, and 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.

The University Evaluation Committee will review all submittals. The preliminary evaluation process will be complete in **August** and firms selected for interviews will be notified.

There will be a non-mandatory pre-submittal meeting for any interested parties held on **July 19, 2018 at 9:00 am in the College of Health and Human Services Building, Room 376 at UNC Charlotte.**

All questions about the project should be submitted in writing via email no later than **5:00 pm, July 26, 2018 to: Kathryn Horne, AIA**
Khorne16@uncc.edu

Please deliver all submittals to Kathryn Horne at the address written above.

Sincerely,

Kathryn L. Horne, AIA

The University of North Carolina at Charlotte
Athletic Facilities Master Plan
Request for Proposals
July 3, 2018

A. Background:

The University of North Carolina at Charlotte (UNC Charlotte) is North Carolina's urban research university located in Charlotte, NC. The university is a doctoral granting, research institution and has a student enrollment of approximately 29,000 students. The campus is located on 1,000 acres and has 90 buildings with approximately 9.4 million gross square feet of space.

UNC Charlotte 49ers Athletics has a total of 100,650 assignable square feet of athletic facilities that support 18 athletic programs, including athletes, staff and fans (see list of existing facilities appended to this document). A new Intercollegiate Women's Swim Team will be added in 2021, and a new women's sport may be added in the future.

B. Purpose:

UNC Charlotte 49ers Athletics wishes to undertake a comprehensive Athletic Facilities Master Plan which will define the strategic planning, programmatic needs, conceptual budgets and potential phasing for the future as the university continues to increase student enrollment to 35,000 students and Athletics adds additional women's sports. The study will include assessments of the current and future facility needs of the student athletes, athletic programs, fans, staff and department-related functions.

Key goals of the study include:

- A master plan that focuses on providing facilities that support Athletics' core mission and the excellence of the experience for the student-athlete and the UNC Charlotte community.
- Recommendations for enhancing the fan experience, as well as opportunities for incremental revenue generation.
- A plan that identifies the strategic facility investments needed to realize the goals of the UNC Charlotte athletic program.
- An inclusive process that brings together multiple points of view in the development, support, and long-term success for existing and proposed athletic facilities.

C. Scope of Work:

The Athletics Facility Master Plan will include:

- An inventory and utilization analysis of existing space currently allocated to Athletics.

- An assessment of the condition of existing facilities and recommendations for renovations or replacement.
- Identification of programmatic needs for both existing athletic programs and potential new programs, including staff support.
- Recommendations of how to best meet defined and emerging programmatic needs with both new and existing space.
- Recommendations for locations of programs and allocation of space to accommodate strategic plans and provide the most effective use of space.
- Recommendations for potential phasing of capital improvements, including renovations and new facilities.
- Identification of conceptual project costs for all proposed capital improvements, including renovations and new facilities.
- Coordination with the UNC Charlotte 2010 Campus Master Plan and the UNC Charlotte Design and Construction guidelines.

D. Deliverables:

The project deliverables will include the following:

- Visioning session(s) with UNC Charlotte 49ers Athletics and university leadership.
- Meetings and workshops with key stakeholders to gather information, receive feedback, and present findings.
- An assessment of existing facilities conditions, including the suitability of space to support programs and a high-level assessment of building infrastructure.
- Identification and confirmation of goals and programmatic needs in written and tabular formats.
- Options for proposed solutions including phasing and projected costs.
- Graphics including graphic site plans, diagrammatic blocking/floor plans, renderings of proposed options and solutions.
- Presentations to UNC Charlotte 49ers Athletics leadership and UNC Charlotte leadership.
- A written report summarizing all findings, including analysis, programs, recommendations, potential phasing and conceptual project budgets.
- Back-up data in the form of spreadsheets and graphics to describe the findings and recommendations of the study.

E. Schedule:

The detailed schedule for the master plan will be coordinated with the selected planning consultant. UNC Charlotte anticipates the master plan will be complete in approximately nine months.

F. Consultant Team Selection Criteria:

The selection committee will use the following criteria to review submittals, to assess qualifications of the teams, and to select firms to for interviews:

- Higher education athletic facilities master planning experience.
- Experience programming and planning university athletic facilities.
- Experience coordinating with campus master plans and sector plans.
- Experience of individual team members relative to athletic facility planning, programming and design.
- Demonstrated ability to coordinate a planning process that involves multiple constituents.
- Understanding of current and emerging directions in athletic facilities programming and design in higher education.
- Demonstrated ability to understand campus needs and appropriate program and building adjacencies.
- Experience integrating building systems (technology, mechanical, electrical, and plumbing) for future development.

G. Submittal Requirements:

- Brief overview of your understanding of the project.
- Provide the individual team members' qualifications, experience and responsibilities for similar projects.
- Identify the roles and responsibilities of members of the team who will work on this project.
- Provide information demonstrating your understanding of issues relevant to athletic facility programming and planning.
- Explain your philosophy and approach for achieving the goals of the Athletic Facilities Master Plan and how that philosophy would be applied to this project.
- Five (5) bound booklets (**no notebooks or binders please**), no more than 60 pages (30 pages double-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.

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

APPENDIX – UNC Charlotte Athletic Facilities

Athletics has space in the following buildings on campus:

Belk Gymnasium

Wells Fargo Fieldhouse

Irwin Belk Track Complex

Barnhardt Student Activity Center

Miltimore-Wallis Center

Robert & Mariam Hayes Stadium

Halton-Wagner Tennis Complex

Judy W. Rose Football Center

Jerry Richardson Stadium

Golf Practice Facility

Baseball Indoor Training Facility (under construction)

Softball Training Facility (under construction)

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.

**UNC CHARLOTTE
ATHLETIC FACILITIES MASTER PLAN
REQUEST FOR PROPOSAL
SUBMITTAL
August 2, 2018**

Architectural Firm

Architect

Landscape Architectural Firm

Landscape Architect

Other Consulting Firm

Lead Consultant

Other Consulting Firm

Lead Consultant

Other Consulting Firm

Lead Consultant

Other Consulting Firm

Lead Consultant

Other Consulting Firm

Lead Consultant

Athletic Facilities Master Plan

UNC Charlotte

Request for Proposal

Consulting 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) _____ License # _____

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

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

PROJECT LEAD (The person who will be the University's contact throughout the project).

Name _____ Office Location (City) _____ License # _____

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

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

CONSULTANT

Name _____ Office Location (City) _____ License # _____

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

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

CONSULTANT

Name _____ Office Location (City) _____ License # _____

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

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

CONSULTANT

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CONSULTANT

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by _____

Signature _____