



Master Plan Update: Addendum

The University of North Carolina at Charlotte

Facilities Management, Planning, Design, and Construction
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Charlotte, N.C. 28223-0001

PROJECT: The University of North Carolina at Charlotte Master Plan Update

A. CHANGE TO SCHEDULE

Advertise Request for Qualifications:	August 10, 2022
Pre-Submittal Meeting:	August 18, 2022
Deadline for Questions:	August 24, 2022
Response to Questions posted	August 26, 2022
Qualifications Due:	September 7, 2022 at 4:00 PM (EST)
Interviews with Shortlisted Firms:	Week of September 26, 2022

The project will begin immediately following execution of a contract.

B. RESPONSE TO RFQ QUESTIONS

1. Should 'Design Selection Criteria' be a part of Section H (page 4, bullet 4), or should it be a separate section after the SF 330 (page 4, bullet 8)? If separate, would the Design Selection Criteria count towards the 50-page limit?

Yes, it can be a part of Section H or a separate section. If it is a separate section, it will count towards the 50-page limit.

2. Due to this being an emailed submission, is there a file size we should adhere to?

No, we do not have a predetermined file size.

3. Will landscape architecture and civil engineering be in the initial consultants?

Please include all consultants each firm determines would be relevant to the planning process. The University reserves the right to determine the final selection of specialty subconsultants for the Master Plan update. The selected planning firm will be involved in the selection of the specialty consultants.



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4. Can we provide an expectation for which subs are included now versus later?

Yes, the proposal should include all consultants each firm considers relevant to the Master Plan update. The University reserves the right to determine the final selection of specialty subconsultants for the Master Plan update. The selected planning firm will be involved in the selection of the specialty consultants.

5. Will the pre-submittal meeting presentation be available in the RFQ posting?

Yes, please see the linked file here: [Master Plan Pre-Submittal Meeting](#)

6. Can we generally describe the last master plan team and process?

For pertinent information on the 2010 Master Plan, please visit the university website linked here: [2010 Master Plan](#)

7. Do all sub-consultants need to be licensed/registered in North Carolina?

No. All sub-consultants do not need to be licensed/registered in North Carolina.

8. Do all members of the proposal team need to be licensed/registered in North Carolina? Does this include all proposed firms and their proposed individuals?

No. Not all members of the proposal team, proposed firms, and proposed individuals need to be licensed/registered in North Carolina. The lead consultant firm for the Master Plan Update must be a licensed professional firm in the state of North Carolina and the individual signing the contract must be a licensed professional in the state of North Carolina; the university will contract with this firm.

9. What will the level of focus be for academic planning in this project?

The selected consultant will need to understand the integral role of academic planning within our current strategic plan.



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10. Provide more details on scope/purpose of the classroom study.

The scope of the classroom study identifies all general instruction classrooms and instructional labs. The goal of the study is to understand and analyze instructional space needs for a determination of appropriate quantities, types, and locations of classrooms at Charlotte.

11. Should this master plan address any sustainability goals?

Yes, the plan should align with the goals outlined in Charlotte's strategic plan including goals for sustainability.

12. Is there a vision for a GIS-based application with dashboard development?

Yes, please refer to the scope of work, item E., outlined in the RFQ. The University will work with the consultant to develop a resultant interactive application and/or dashboard.

13. What is the time frame and schedule for the master plan?

The project will begin immediately following execution of a contract. The expectation is the Master Plan Update will span 12-18 months.

14. Can projects submitted in the Relevant Project Experience section be substantially complete?

Yes, substantially complete projects are permissible.

15. How will the recently completed Classroom Study be integrated into the plan?

The classroom study is expected to be completed within the expected time frame of the Master Plan update and resultant findings should be incorporated into the Master Plan Update.

16. Will a gap analysis or utilization study be required for non-instructional, laboratory, research, and workspace?

We recommend a gap analysis and/or utilization study as an additional component of the Master Plan Update.



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17. Does UNCC want to be involved in the selection of sub-consultants to the core planning team?

Yes, Charlotte will work with the consultant to finalize project sub-consultants.

C. Additional relevant study

[UNC System STEM study](#)