Planning Design and Construction Facilities
Management
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UNC CHARLOTTE EAST CAMPUS SECTOR ASSESSMENT REQUEST FOR QUALIFICATIONS 11/13/2026

PROJECT:	**UNC Charlotte East Campus Sector Assessment**
Project scope:	Planning, conceptual site development, and massing for the redesign of East Campus. A more detailed description of the scope is included in the Project Description.
Project Budget:	$200,000
Project Manager:	Gracie Layman, glayman@charlotte.edu
Submittals Due:	DECEMBER 3, 2026, by 2:00 PM Specific submittal requirements are included in the Project Description and Requirements. Send electronic submittal (single PDF file) to Gracie Layman at glayman@charlotte.edu **Selection will be made based on written submittals. The Selection Committee reserves the right to hold interviews at its discretion.**
Site Tour:	The campus is open to the public. The Interactive campus map can be found here: https://maps.charlotte.edu/#/?nav=Pblds&ctr=35.30809,-80.73270000000002&z=17
Questions:	All questions are to be submitted in writing to the Project Manager, Gracie Layman, at glayman@charlotte.edu no later than November 20, 2026. **Please do not contact members of the Board of Trustees, or any university faculty or staff other than the project manager.**

East Campus Sector Assessment

PROJECT DESCRIPTION

UNC Charlotte is North Carolina's urban research university, located in Charlotte, NC. With a student enrollment of more than 33,000, UNC Charlotte is the third largest university in NC.

The project will assess the east sector of campus bordered by the Botanical Garden, Martin Village Road, and Van Landingham Road including Parking Lot 5. See the attached diagram indicating the boundaries of the study. The study will produce a comprehensive sector plan that integrates land use for a new greenhouse to replace the existing McMillan Greenhouse, a community garden, additional parking for approximately 200 vehicles, a dining hall with auxiliary services and administrative offices, student residential facilities, administrative space, and necessary roads, pedestrian pathways, and utility corridors.

The assessment will challenge the existing campus plan and existing development to maximize site development. A primary focus will be addressing challenging site topography and site constraints, including stormwater control measures, management solutions for wetland areas, and strategies to preserve natural features. The assessment will include building and infrastructure layout recommendations, estimates of probable cost, and options for a phased implementation approach.

The study must be completed by May 3rd, 2027.

REQUEST FOR QUALIFICATIONS

QUALIFICATIONS OF THE DESIGNER

The design team should include professionals who demonstrate experience and knowledge in the following areas:

- Experience planning student life facilities including housing and dining for higher education.
- Experience in university sector assessment and planning, campus master planning, and land use design.

- Experience producing high level visual renderings and artistic visualization for fundraising and development purposes.
- Experience with conceptual building massing, spatial blocking, and facility placement across complex topographies and site constraints.
- Experience evaluating existing campus conditions and challenging site constraints to optimize land use and functional allocation.
- Experience with complex site constraints, including stormwater management, wetland mitigation, and sensitive site features.
- Experience integrating specialty facilities, greenhouses, and public facing amenities within campus sectors while protecting adjacent natural areas.
- Ability to assess and evaluate the needs of multiple stakeholders.
- Experience developing phased implementation plans.
- Experience developing conceptual construction costs based on current market conditions.
- Experience with the North Carolina State Construction Office and UNC System requirements.

DESIGNER SELECTION CRITERIA

The University's Designer Selection Committee will evaluate submittals and make a recommendation using the following criteria:

1. Specialized or appropriate knowledge and expertise in planning, programming and design of student life buildings including student unions and student centers.
2. Past performance on similar projects.
3. Relevant experience and expertise of staff for the proposed project team.
4. Current workload.
5. Proposed approach for the project.
6. Recent experience with project costs and schedules.
7. Other factors that may be appropriate for the project.

SCOPE OF WORK

The Designer will work with UNC Charlotte representatives from Facilities Management (FM), Planning Design and Construction (PDC), Housing and Residence Life (HRL), Dining Services, Parking and Transportation Services (PaTS), and UNC Charlotte Botanical Gardens to define project needs and functions. Other campus stakeholders will be consulted as needed throughout the process.

The assessment will:

- Evaluate previous studies, master plans, reports, facilities condition assessments, and other information provided by UNC Charlotte.
- Provide a conceptual sector plan with building locations/footprints, parking lot locations, and stormwater control measures.
- Provide site sections and utility corridor layouts.
- Provide massing diagrams for proposed facilities.
- Challenge existing site assumptions and constraints to optimize land use.
- Identify potential impacts to adjacent buildings and sensitive natural areas, including wetlands and gardens.
- Develop sustainable stormwater management solutions and address wetland constraints.
- Prepare conceptual estimates of probable cost, project schedule, and phasing plans.
- Identify site infrastructure and site utility upgrades needed to serve all proposed facilities.
- Produce high level renderings highlighting the greenhouse facility for fundraising opportunities.
- Present options, solicit input, and present recommendations to university leadership and committees.

BACKGROUND AND REFERENCE MATERIALS

The University will provide background context and existing campus documentation to assist the selected designer during the assessment process.

Available Reference Materials

- Current UNC Charlotte Campus Master Plan: https://facilities.charlotte.edu/current-project-updates/
- Existing East Campus sector boundary: https://acrobat.adobe.com/id/urn:aaid:sc:US:52695660-8fe9-4792-aebf-054d8d3d709e
- University Strategic Plan: https://chancellor.charlotte.edu/strategic-plan/

Project Timeline

1. RFQ Release Date: 11/13/2026
2. Deadline for Written Questions: 11/20/2026
3. Statement of Qualifications Due: 12/3/2026
4. Designer Selection: 12/11/2026
5. Project kick-off: 1/4/2027
6. 90% Draft Report due: 4/5/2027
7. Presentation and delivery of Final Report: 5/3/2027

BUDGET

The budget for the assessment fee is $200,000, which includes all costs associated with the project such as design fees, reimbursable expenses and other associated costs.

SUBMITTAL REQUIREMENTS

REQUEST FOR QUALIFICATIONS (30 pages – 15 pages double sided, maximum)

1. Provide a brief overview of the team's understanding of the project.
2. Provide the individual team members' accomplishments and responsibilities on similar projects with a focus on experience planning and programming student life facilities and student unions for higher education.
3. Provide a description of the team's approach to the project including individual team members' roles and responsibilities
4. One electronic file in PDF format with a maximum 30 pages, (15 pages when printed double sided) – including cover letters and UNC Charlotte Submittal Cover Sheets, and excluding the cover, tabs, separators, clear covers, blank pages, or backs.

5. Provide Information in the following Order:
   A. UNC Charlotte Submittal Cover Sheet
   B. Designer's Supplemental Information Form
   C. Cover Letter
   D. Supplemental information as needed to address the Designer Selection Criteria outlined above

This sheet is to be **UNC Charlotte's Required Submittal Cover Sheet**.

SUBMITTAL UNC CHARLOTTE

East Campus Sector Assessment FIRM INFORMATION

Provide information for applicable consultant firms; (all disciplines noted below may not be needed). Add lines as needed for other consultants not listed.

Architectural Firm	Location (Headquarters & Office for this project)
Site/Civil Engineering Firm	Location (Headquarters & Office for this project)
Mechanical / Electrical Engineering Firm	Location (Headquarters & Office for this project)
Structural Engineering Firm	Location (Headquarters & Office for this project)
RCDD Firm	Location (Headquarters & Office for this project)
Other Consultant	Location (Headquarters & Office for this project)
Other Consultant	Location (Headquarters & Office for this project)

DESIGNER'S STAFFING INFORMATION (To follow cover sheet)

Instructions: Provide information listed below regarding personnel who will be assigned to this project. Revise title/description as needed to reflect the design team organization. One person may have more than one responsibility. Add additional sheets as necessary. In addition to this form, design firms are encouraged to submit SF 330 resumes for all personnel who will work on the project.

List recent relevant projects including any relevant North Carolina state-owned projects.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

DESIGN LEADER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

SPACE PLANNER (if applicable)

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

MECHANICAL and PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____
List of recent relevant projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility

Submitted by: _____

Signature: _____