

2019 Campus Master Plan and Space Assessment

Letters of Interest

UNC Greensboro is seeking letters of interest from qualified professionals for the 2019 Master Plan Update and Space Assessment project. This project has two components: Updating the 2014 Campus Master Plan as well as completing a campus space assessment.

A) MASTER PLAN UPDATE

The Campus Master Plan was last visited in 2014. Since then, UNC Greensboro has adopted a new strategic plan, secured millennial campus designation, acquired new property, experienced significant enrollment growth consuming available space on campus, funded new projects which are now under construction, submitted new capital plans, and approved new academic programs.

Due to these changes, the Campus Master Plan needs a transformative update to meet current academic needs and support the campus vision for innovation, collaborative scholarship, and creative activity to enhance the community and support the mission of learning, discovery, and service/outreach as well as considering possible future initiatives. The proposed solution will align with the legacy of UNC Greensboro being a vibrant place for life-long learning and an inclusive community fostering holistic experience for students, faculty, staff and alumni. Therefore, the Master Plan will create a visionary, diverse, progressive and sustainable framework while building firmly upon UNC Greensboro's rich history, traditions, campus character, and synergistic strong sense of place and community.

The 2019 Master Plan Update will consist of the assessment of the current campus spaces and will include an intensive study of future campus development – including academics and research, strategic partnerships, campus life and planning (living - learning hubs, interaction nodes, academic and innovation districts, promenades / pathways, landmarks), landscape preservation and enhancement, mobility, sustainability initiatives, utilities and infrastructure, stormwater management, transportation planning, and locations offsite all which supports the strategic vision of UNC Greensboro.

2019 Campus Master Plan Update will incorporate the conditions listed below:

- a. Millennial Campus Districts (visual and performing arts; health and wellness)
- b. Technology/Administration District
- c. Alternate location for Campus Recreation fields (re-assess needs)
- d. Smart Corridor (West Gate City initiative by the City of Greensboro)
- e. New UNC Greensboro Strategic Plan
- f. Major academic initiatives in the Strategic Plan
- g. Growth in online learning and impact on space and technology
- h. Results from Library Space Master Plan
- i. UNC Greensboro Six-year Capital Plans
- j. Off campus storage requirements
- k. West Gate City Branding Study
- l. Results from Exterior Signage Study (currently underway)
- m. Architectural / Signage Standards for Digital Technology (digital signs)

It is anticipated that the proposed planning will be based on empirical evidence, surveys, data gathering and design analysis.

B) CAMPUS SPACE ASSESSMENT

In the last several years, UNC Greensboro has completed several capital improvement initiatives and has experienced significant growth. The university wishes to undertake a space use study building upon the 2014 Master Plan and in conjunction with the 2019 Master Plan Update to determine department level needs and provide an allocation strategy for the highest and best use for existing and future facilities.

The space assessment will be guided by space inventory analysis and stakeholder interviews. The space assessment will be geared towards understanding space data, scheduling information and needs (utilization and occupancy rates), academic space limitations, and technological limitations. Upon evaluation of existing inventory, space utilization over time for both overall and individual spaces will be determined. Further analysis may be included the distribution of classroom hours by department, station sizes by room size, and right-sizing space plans.

In 2017, UNC Greensboro adopted the following space allocation guideline for the campus consisting of three concentric circles: 1) face to face instructional space at the core of the campus; 2) academic support next circle; 3) administrative functions at the perimeter.

Goals for the study include, but not limited to:

- a. Document, illustrate and analyze the existing location of academic and administrative units, staff, functions, quantify and assign a level of adequacy/quality to space.
- b. Confirm and verify UNC Greensboro space use inventory of use and occupancy such as office, office support, classroom, etc.
- c. Through face to face meetings, assessments, and questionnaires, project the need for staff, functions and space related to these units, using a five-year planning horizon.
- d. Using UNC Greensboro space standards, outline an allocation scenario that address the issues outlined in steps A and B above, by optimizing standards the use of the existing facilities and future planned facilities (next five-year horizon).

Intended Schedule:

- **July 29, 2019 – Letters of Interest Due**
- **August 02, 2019 – Notify Shortlisted Selections for Interviews**
- **August 28, 2019 – Shortlist Interviews**

Please go to the following website: facdc.uncg.edu for further information regarding submission requirements.

To view a map of the UNC Greensboro campus and locate the buildings included in this project, visit the [UNCG map](http://uncg.edu/online-map). (uncg.edu/online-map).

Responses should be no more than 30 sheets of paper (double sided), excluding SF 330 form. Submit one (1) electronic copy and one (1) hard copy of the response in the following format:

Tab 1: Completed [Information Sheet](http://facdc.uncg.edu/wp-content/uploads/2013/01/InfoSheet.pdf)* (facdc.uncg.edu/wp-content/uploads/2013/01/InfoSheet.pdf)

Tab 2: Letter of Interest (Cover Letter)

Tab 3: Project Team Organization Chart

- 3.1. Adequate staff and proposed design or consultant team and their relevant project experience

Tab 4: Relevant Experience & Other Important Factors

- 4.1. Specialized or appropriate expertise in the type of project
- 4.2. Past performance on similar master planning and space assessment project
- 4.3. Current workload and State projects awarded
- 4.4. Proposed design approach for the project
- 4.5. Recent experience with similar project costs and schedules
- 4.6. Proximity to and familiarity with the area where project is located
- 4.7. Record of successfully completed projects without major legal or technical problems
- 4.8. Energy Conservation/LEED Experience

Tab 5: Minority Business Participation Plan (include design and construction efforts)

Tab 6: Current [SF 330](http://facdc.uncg.edu/wp-content/uploads/2013/01/SF-330.pdf) (facdc.uncg.edu/wp-content/uploads/2013/01/SF-330.pdf)

* On your completed Information Sheet, please include the **primary contact person's name and email address** which will be used by the University for all future communications.

Failure to follow the directions, format, or contacting anyone other than the listed contact may result in submission being classified as non-responsive.

*** The Proposal (Tabs 1-5 above) will be reviewed for firms' qualifications. As a reminder, the SF-330 (Tab 6) is an attachment to the proposal and is viewed as such. It is not a supplement or replacement for the proposal itself. It is not formally reviewed in detail as Tabs 1-5.**

Letters of Interest due by 4:00 p.m. on July 29, 2019

Submit Letters of Interest to:

Nida DeBusk, AIA, NCARB, LEED AP BD+C
UNC Greensboro Facilities Design & Construction
Gray Home Management House
105 Gray Drive
Greensboro, NC 27412

For driving directions to Gray Home Management House and parking information, visit [Spartan Directions](#).
(facdc.uncg.edu/how-to-find-us-2/)

GA Advertisement:

\$450,000 Total Project Cost

[The UNC System Vendor Opportunities](http://northcarolina.edu/apps/finance/vendors/opportunities.htm) (northcarolina.edu/apps/finance/vendors/opportunities.htm)

[UNCG Facilities Design and Construction Solicitations](http://facdc.uncg.edu/solicitations/) (facdc.uncg.edu/solicitations/)