



The University of North Carolina at Charlotte

Planning Design and Construction

Facilities Management

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704/687-0615

**PROJECT: UNC Charlotte
 Campus Classroom Master Plan
 Consulting Services**

The University of North Carolina at Charlotte is soliciting statements of qualifications from firms interested in providing professional services for a study known as “Campus Classroom Master Plan” at The University of North Carolina at Charlotte (UNC Charlotte). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services.

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 60 pages – including standard forms**. Submittals are due by 2:00 p.m., **February 15, 2022**. 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 **two** copies of the submittal, along with **one** electronic copy in pdf format (USB drive, etc. attached to a print submittal) to Office 207 in the Facilities Management and Police Building, 9151 Cameron Blvd, Charlotte, NC 28223. 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 **February** and firms selected for interviews will be notified at that time.

Please deliver all submittals to Kathryn Horne at the address written above. Any questions about the project should be directed in writing to the Project Manager for the project, **Kathryn Horne** at **khorne16@uncc.edu**

Sincerely,

Joyce Clay

c: Kathryn L. Horne, AIA



The University of North Carolina at Charlotte **Campus Classroom Master Plan**

Request for Professional Services

The University of North Carolina at Charlotte is soliciting statements of qualifications from firms interested in providing professional services for a study known as “Campus Wide Classroom Master Plan” at The University of North Carolina at Charlotte (UNC Charlotte). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services.

I. GENERAL INFORMATION

Project Background

The University of North Carolina at Charlotte is North Carolina’s urban research university and is the second largest institution in the UNC System, with a student enrollment of approximately 30,500. The university has seven colleges and offers 171 undergraduate majors in 77 programs leading to Bachelor's degrees, 65 Master's degrees, and 24 Doctoral degrees.

UNC Charlotte is one of the fastest growing universities in the UNC System and has made significant investments in the physical infrastructure of the campus to support this growth. The University wishes to evaluate the current inventory of its general instruction classrooms and ability to meet the needs of the University.

Additional background information can be found online here:

[UNC Charlotte Summary Dashboard | Institutional Research Analytics | UNC Charlotte.](#)

[Fact Book | Institutional Research Analytics | UNC Charlotte](#)

[25Live Calendar \(uncc.edu\)](#)

The university has approximately 242 general instruction classrooms including 17 classrooms in the Center City Building in downtown Charlotte. The majority are centrally scheduled with priority given to departments located in the same building. UNC Charlotte has one of the highest utilization of classrooms in the UNC System. The university also has one of the lowest ratios of instructional space per FTE student.

Study Goals

UNC Charlotte recognizes that space is a strategic resource and is dedicated to achieving the most effective use of its current and future facilities to support its educational mission and goals.

The study will include input from representatives from the Office of the Provost, Institutional Research, academic departments (Deans, Associate Deans, Faculty & department schedule



builders), Audiovisual Integration and Support for Learning Environments (AISLE), the Center for Teaching and Learning (CTL), the registrar, Distance Education, Facilities Management, Planning Design and Construction and others to understand the programmatic, technological and pedagogical needs of the departments and the university.

Key issues driving the need for a campus-wide classroom master plan include the following:

- Enrollment growth trends
- Shift from reactive to proactive approach in meeting instructional space needs over time
- Optimize the ratio of traditional to active learning spaces
- Teaching and learning technologies that are rapidly emerging (classroom of the future)
- Blurring of formal and informal teaching and learning spaces
- Connection of physical to virtual classroom models (distributed model)
- Flexibility to adjust for long-term needs (scenario planning)
- Strategy for addressing space needs: new space vs. renovation to improve the quality and to right-size existing space
- Governance/policy improvements to management of instructional labs
(college/department assets vs. university assets)

The plan should include the analysis of current courses and pedagogies supported with the latest knowledge of successful learning environments. For example, a process to identify and enhance informal learning spaces (outside the classroom) for collaboration and individual scholarly work should be included as well as space for online learning on campus (ZOOM rooms, etc.). The outcome will be a framework to improve the overall quality and consistency of general-purpose classrooms and instructional spaces and a plan to provide faculty and students with the infrastructure support needed to achieve academic goals.

The study should evaluate UNC Charlotte's four (4) major instructional space categories totaling approximately 628,714 ASF of space including support space (see attached space summary table for more detail):

1. Centrally Scheduled Classrooms (FICM 110 rooms + 115 support space):

UNC Charlotte's inventory of centrally scheduled classrooms consists of 280 FICM 110 rooms (approximately 280,000 ASF) located in 43 buildings across campus. These rooms make up the core of UNC Charlotte's formal instructional space and includes fixed-seat, theater style, and active learning type classrooms. A full analysis of these rooms should be conducted, including room data sheets (architecture and furniture systems, ADA compliance, instructional technology), number of seats per room, weekly room hours, seat fill rate, ASF/seat, classroom utilization by capacity, classroom demand analysis, and classroom utilization by building.

2. **Instructional Labs (FICM 210 rooms + 215 support space):**

There are 187 FICM 210 departmental instructional labs (approximately 405,261 ASF) that are college/department controlled in 32 buildings across campus. A high-level analysis of these spaces is needed to determine existing utilization of the space and to provide governance recommendations to improve efficiency and provide innovative teaching and learning environments, using similar metrics as the FICM 110 classroom analysis. A categorization of these instructional labs is anticipated to better and more flexibly utilize these spaces across the institution.

3. **Departmentally Dedicated Classrooms/Lecture/Seminar Spaces (FICM 680 meeting rooms):**

In addition to 110 and 210 instructional space, individual colleges/departments have maintained dedicated lecture/seminar spaces assigned to them for their exclusive use, often classified as FICM 680 meeting rooms (685 support). These spaces are currently managed/scheduled by the colleges to maintain availability of the space for lectures and seminars as well as less formal activities and departmental gatherings. In addition to their primary use, the utilization of these spaces should be evaluated to determine if they could fill gaps in classroom space needs.

Key elements of the Classroom Master Plan:

1. Engagement with stakeholders across campus to ensure that the breadth and depth of teaching and learning concepts and methodologies are evaluated and an appropriate strategy to meet campus-wide needs is ultimately recommended.
2. Future Focused. The pandemic has changed how instruction is delivered. What are the long-term implications that impact space needs? The selected consultant's thought leaders will provide insights into future trends in learning including how space can make large classes more personal, provide space for team work or accommodate participation in online classes on campus (ZOOM rooms etc).
3. Benchmarking for the quantity, size distribution, and type of FICM 110 classrooms against a defined set of peer and aspirational peer institutions, including other UNC System Universities.
4. Qualitative benchmarking of the instructional assets of the institutions that our students compare UNC Charlotte to (i.e. what is our customer looking for?)
5. Inventory and evaluate instructional space including FICM 110 classrooms and FICM 680 meeting rooms, FICM 210 teaching labs, and other identified departmental lecture spaces, including validation and reconciliation of the inventory with the 2021 space audit conducted by the Department of Space Management. Conduct an in-depth evaluation of FICM 110 classrooms, including space utilization, technology availability, classroom type (fixed seat vs. active learning), etc.



6. Conduct a utilization evaluation of FICM 210 instructional labs and provide governance recommendations to improve utilization of the spaces.
7. Evaluate college-dedicated lecture space (i.e. do these rooms have scheduling capacity and could they be utilized to meet increased instructional space needs?)
8. Identify spaces for which renovation or replacement is likely to become a critical need within the next decade and assess whether renovation or replacement is the most cost-efficient strategy
9. Identify priority ADA renovations and any resultant loss of seats.
10. Evaluate the physical location of classrooms and develop recommendations to ensure size and type are available to meet department and college needs.
11. Study the student experience for both residential and commuter students to evaluate how the classroom location and schedule impact their experience and what can be done to improve this experience.
12. Identify potential prototype space projects for next generation classrooms.

Classroom Master Plan Outcomes:

1. Understand and summarize current space quantity, quality, location, and utilization
2. Establish utilization targets and metric guidelines for the different instructional spaces and types
3. Evaluate space needs based on enrollment scenarios, percent of online delivery, class schedule, new vs. renovate, and traditional vs. active learning
4. Provide recommendations for an appropriate mix of classroom types (fixed seat, active learning, etc.) and capacities to meet the universities needs for the next 10 years.
5. Determine classroom space needs based on three (3) scenarios over the next 10 years, including one based on Fall 2021 baseline enrollment (space needs assessment, classroom demand analysis) . Scenarios should address traditional on- campus learning, online learning and hybrid learning.

Classroom Master Plan Deliverables:

1. A final report should include findings/recommendations resulting from the scope items above
 - Room Data Sheets for all FICM 110 classrooms + FICM 210 class labs.
 - Short Term (1-3 years) project list for classroom modernization and reconfiguration.
 - 3 long term scenarios that can be utilized in the campus master planning process.
 - Updated guidelines for classroom usage to maximize utilization.
2. Presentation to aid in the communication of these recommendations to senior leadership.
3. Data that can be hosted and integrated into the university's tableau dashboard and updated internally.



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.

SUBMITTAL

February 15, 2022

ADVANCE PLANNING/DESIGN

UNC CHARLOTTE

Campus Classroom Master Plan

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Subconsultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Site/Civil Engineering Firm

Location (Headquarters & Office Serving this Project)

Mechanical/Electrical/Plumbing Firm

Location (Headquarters & Office Serving this Project)

Structural Engineering Firm

Location (Headquarters & Office Serving this Project)

RCDD Firm

Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc)

Location (Headquarters & Office Serving this Project)



Campus Classroom Master Plan

UNC CHARLOTTE

Design Firm _____

Contact Name _____

Phone: _____

Email: _____

DESIGNER'S STAFFING INFORMATION (To follow cover sheet)

Instructions: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Add additional sheets as necessary. In addition to this form, design firms are encouraged to submit resumes for all personnel who will work on the project.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION ADMINISTRATOR

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



SITE/CIVIL ENGINEER

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STRUCTURAL ENGINEER

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RCDD

Name: _____ License # _____ Office Location _____

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

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____



Submitted by: _____

Signature: _____

Other disciplines to consider: Landscape Architect, Surveyor, Geotechnical Engineer,