



Advertisement for Designer Services/Project Brief – Submission Deadline Extended to 6/21/23

Project: Move Planning Services, Louis Round Wilson Library Infrastructure Upgrades
The University of North Carolina at Chapel Hill

Advertised: May 10th, 2023

Closing Date: June 21th, 2023

The University of North Carolina at Chapel Hill is soliciting submittals from firms interested in providing move planning services for the following described project:

I. Project Description

The University of North Carolina at Chapel Hill (hereafter referred to as the University) seeks proposals from qualified firms to plan an upcoming move of the University's special collections currently residing in Wilson Library in support of the upcoming Infrastructure Upgrade project.

The move planning will consist of both identifying parts of the special collection that will be temporarily as well as permanently stored off site. The selected firm, at the direction of the UNC Facilities PM, will coordinate with the design team – led by Hanbury Architects – the University, Wilson Library, and other stakeholders in the development of this plan and the requirements of moving the special collections, including doing inventory of the collection, identifying off site storage, scheduling, identifying routes from within the stacks to the loading dock, requirements and parameters of the means and methods of the move, as well as other variables identified throughout the planning process. This process will be completed with the selected firm compiling a set of bid documents that the University will use to ultimately select the firm who will execute the move through the UNC Procurement Services office via RFP submission. This set of bid documents will likely include narratives, processes and procedures, diagrams, photos, etc. necessary to effectively communicate the plan and intent of the move.

Additionally, the move planner will need to account for additional items and areas in this effort. This includes, but will not be limited to, general building furniture as well as the Conservation Lab, and Digital Production Center – both of which have specialized equipment. It will be the move planner's responsibility to fully understand and communicate the requirements of this special equipment when moving and storing and communicating that clearly and explicitly in the bid documents.

Wilson Library is a 317,529 GSF building originally constructed in 1929, with subsequent additions in 1953 and 1977. The stacks occupy 10 floors of 7-foot-tall ceiling spaces with overhead lighting, ducts, and sprinkler systems. The University has been working with the North Carolina Department of Insurance on a coordinated plan to bring the Wilson Library into compliance with the current edition of the building code. The approved upgrades are to provide code compliant egress for the entire building and new mechanical systems within portions of the original 1929 stacks and the stacks of the 1953 addition. The schedule of the Infrastructure Upgrade project has construction targeted to start in mid-2025 and completed by late 2026. The special collections will need to be moved out before construction starts – exact timing will be established during the move planning effort.

There was an Advanced Planning Report completed in March of 2023 detailing all potential scope of the project and will be used as the basis of design for the Infrastructure Upgrade project. Included in that effort was a programming planning study done that will be referenced for future uses and visioning of Wilson Library and shall be a factor in determinations made in this move planning effort.

The overall project budget is estimated at **\$31,185,830**.



The anticipated project schedule is shown below:

Advertisement Phase	Estimated Dates
Advertise RFP	05/10/2023
Pre-Submittal In Person Meeting at 9:00am at Wilson Library	05/17/2023
Emailed Proposals Submission due by 3:00pm	06/21/2023
Selection Committee's Short List Recommendations	06/30/2023
Interviews	Week of 07/10/2022
Board of Trustees Approval	07/27/2023

**Wilson Library
Collections Analysis
4/28/2023**

Current Collections	Current		Notes and Assumptions
	Vols / Items	Linear Feet*	
Total Bibliographic Items		93,528	100% in closed to the public, open stacks ranges, generally @ 6 shelves high.
Total Archival Items (list in orange below is a subset of the total Archival linear feet)		71,124	Map cases and large artifact objects not included in count. The collection includes fine art portraits and uniquely sized items such as furniture, etc.
TOTAL LINEAR FEET (Bibliographic + Archival)		164,652	
Archival subset			
Total linear feet of archival collections with barcodes		0	
Total linear feet of a/v collections		12,276	
Total linear feet of digitized a/v collections	48,347 items (not linear feet)		
Total linear feet of described a/v collections		8,394	
Total linear feet of photographic collections		7,000	
Total linear feet of digitized photographic collections		175	
Total linear feet of described photographic collections		6,650	1,000 linear feet from this total are underdescribed

Notes

1. Calculations of sub-categories of bibliographic items available after further calculation
2. There remains a significant amount of unshelved material stored/tucked into carrels, rooms, and other storage spaces not accounted for here
3. The great majority of Archival materials are in boxes



II. Master Plans and Design & Construction Guidelines

The Master Plans and Design & Construction Guidelines will be the guiding documents for the design of this project. For more information on these documents, please visit the University's Facilities Services web site <http://www.facilities.unc.edu/> under Plan & Policies pull down menu.

III. Project Scope

The firm shall:

- Assist in the coordination of University stakeholders, including the Department of Facilities Planning + Design, Wilson Library, Construction Management other support services.
- Prepare contract documents in compliance with provisions regarding the NC Building Codes.
- Prepare Cost Estimates, Project Schedules, Phasing Plans (as may be necessary), and Site Logistics Plans

IV. Move Planner

The University expects prospective firms and the individuals identified as members of the project team to have demonstrated experience projects of a similar type, size and complexity. Design proposals should include a comprehensive listing of all consultants needed to address the specific needs of this project.

V. Selection Process

There will be a in person pre-proposal meeting on the date listed in the table above. Interested firms will be able to discuss the issues & opportunities with the University's Facility Project Manager and the facility user groups as well as tour the project site. Parking will not be provided, please allow plenty of time to find parking and walk to the site. We will meet in the lobby off the grand stair facing Polk Place.

05/17/2023, 9:30 am

Wilson Library

208 Raleigh Street

Chapel Hill, NC 27515

All proposals are due on the date listed in the table above at or before 3:00 PM. Submittals with proposals attached or links to shared files shall be submitted via email only to Quade T Gallagher (quadeg@unc.edu). A Selection Committee, consisting of staff members from Facilities Services, the University Libraries, and/or other members of the campus community will convene on **date listed in the table above** to discuss the firm's proposals and determine a short list for interviews. The Project Manager will then notify all teams as to the short-listed firms and schedule for interviews.

Designer Interviews will be scheduled for the date listed in the table above. The format of the virtual (Zoom) interview will consist of a **30-minute** presentation by the design team that is followed by a **15-minute** question and answer session. Each design team is expected to have present the person(s) from their firm(s) who will be responsible for leading the execution of this project. Zoom meeting details will be provided at the time of notification of shortlisting. Following the interviews, the Selection Committee will issue recommendations, in priority order, for the selection of the design team. This list will be presented on **date listed in the table above** to the University's Board of Trustees for approval.



VI. Submittals

The University of North Carolina at Chapel Hill seeks letters of interest from firms who have recent experience with similar projects. Please format all proposals utilizing an SF-330 format. The submittal must include descriptions of *(based on 01 NCAC 30J .0303 SELECTING CRITERIA)*:

1. Specialized or Appropriate Expertise in the type of project.
2. Past Performance on similar projects.
3. Adequate staff and Proposed Design & Consultant Team for the project.
4. Current Workload and State Projects awarded.
5. Proposed Design Approach for the project including design team and consultants.
6. Recent experience with Project Costs and Schedules.
7. Construction Administration capabilities.
8. Proximity to and familiarity with the area where project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Historically Underutilized Business (HUB) participation & utilization in proposed team structure; and who/how HUB designers were utilized on previous projects.
11. The team's recent experience with the NC State Construction Office (SCO).
12. Include current SF-330 Part II of lead firm and each proposed consultant.
13. Include information regarding lead firm's current license to practice in the State of North Carolina

To fairly evaluate the submittals and to better utilize the Selection Committee's review time, we request that only pertinent information relating to the specific selection criteria listed above be provided in Section H of the SF-330 formatted submittal. UNC-CH does not limit the quantity of pages for proposals.

Note: Only (1) one electronic PDF file of the submittal is required.

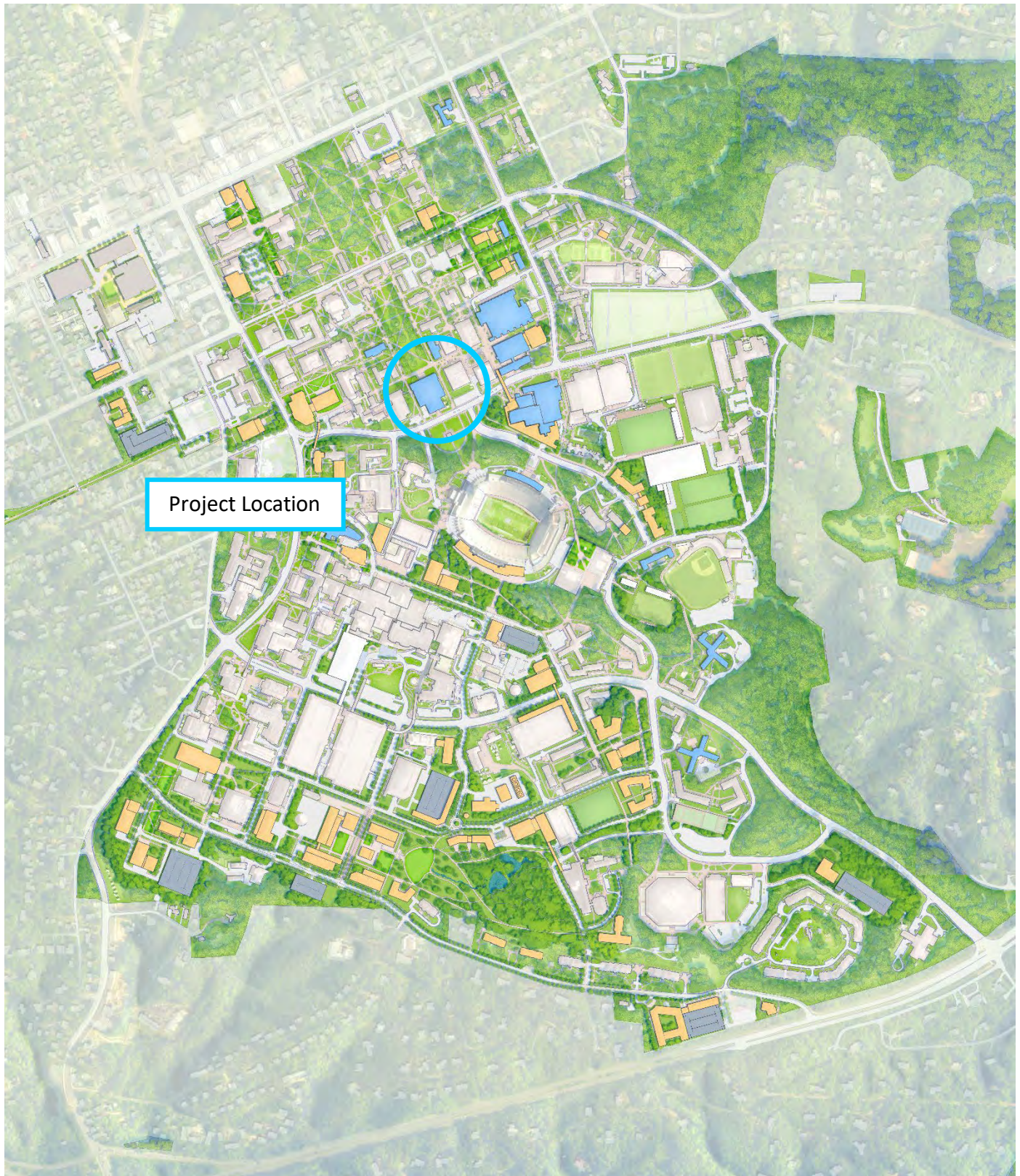
Please contact only the Facilities Planning Project Manager for any matters related to this submittal. No other University staff, The University's Board of Trustees, or any university officials is to be contacted other than the Facility Architect/Planning Manager. All questions and project submittals shall be directed to:

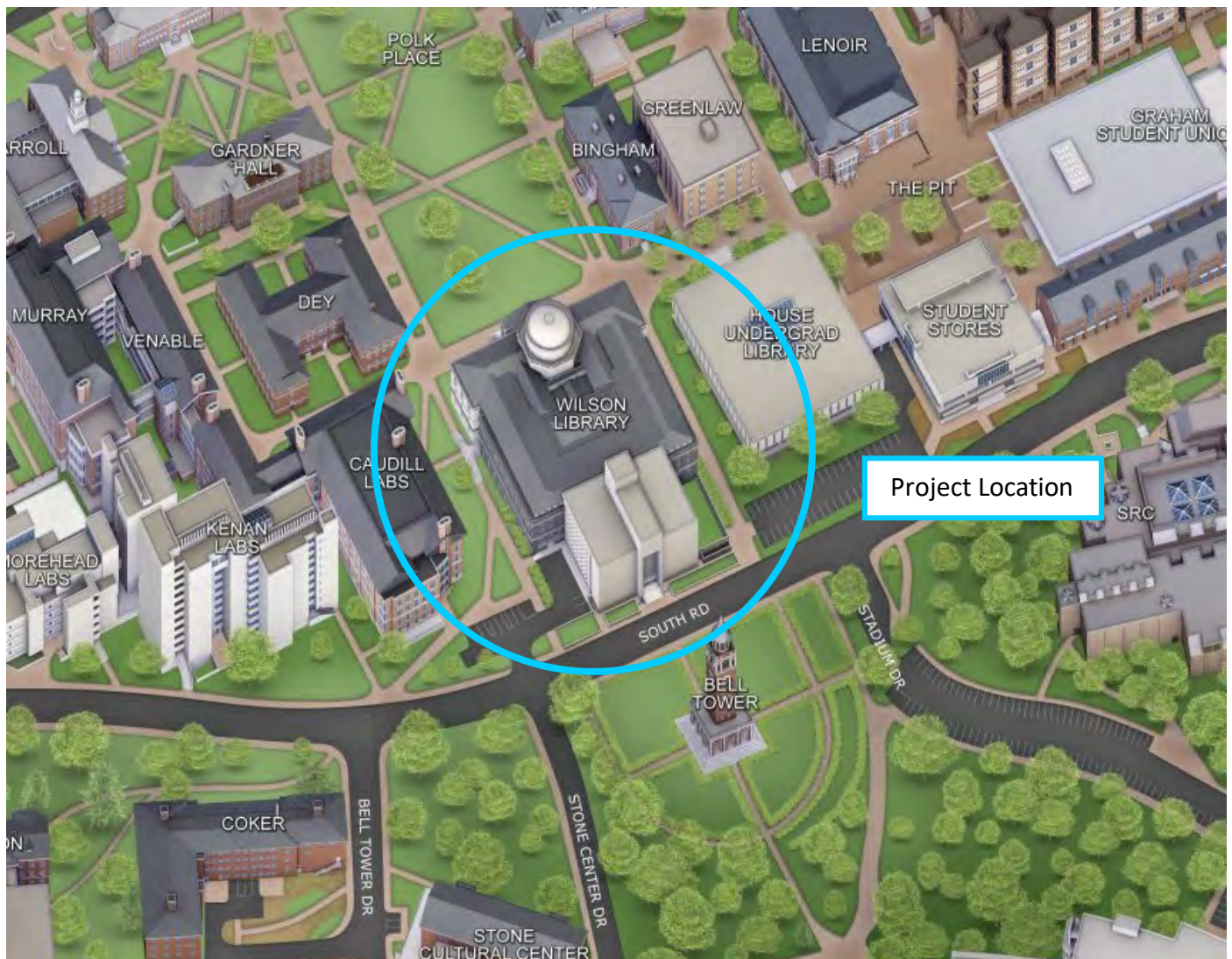
Quade T Gallagher, AIA (he/him)
The University of North Carolina at Chapel Hill
PM, Planning & Project Management
Facilities Planning and Design
Giles Horney Bldg | CB 1090 | 202E
103 Airport Drive, Chapel Hill, NC 27599
Phone: (984) 484-4113

SEE ATTACHMENTS ON FOLLOWING PAGES. SOME PAGES ARE EXCERPTS FROM THE ADVANCED PLANNING REPORT FOR THE INFRASTRUCTURE UPGRADE PROJECT, THE ENTIRE REPORT CAN BE MADE AVAILABLE UPON REQUEST.

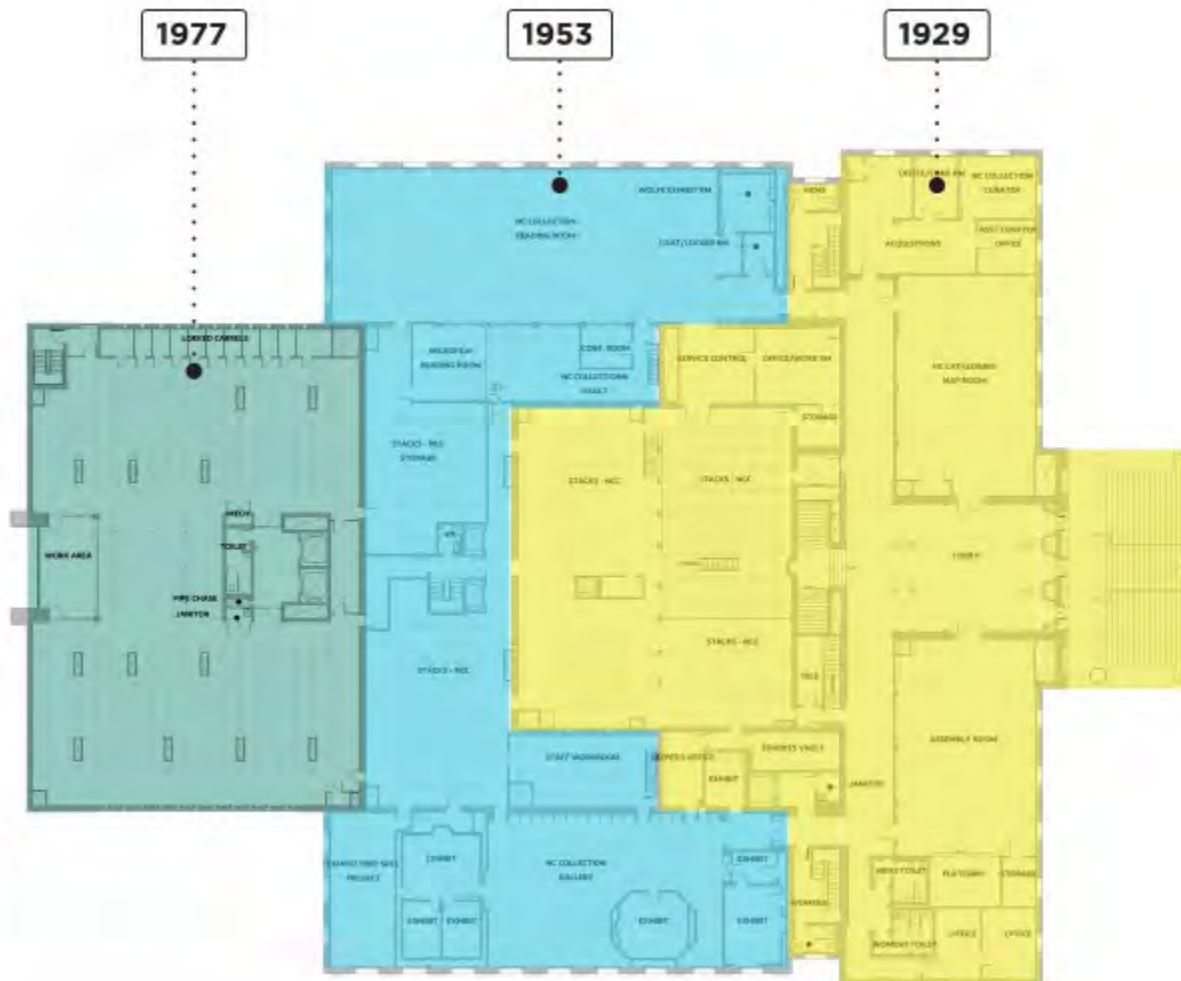


2019 Campus Map/Master Plan



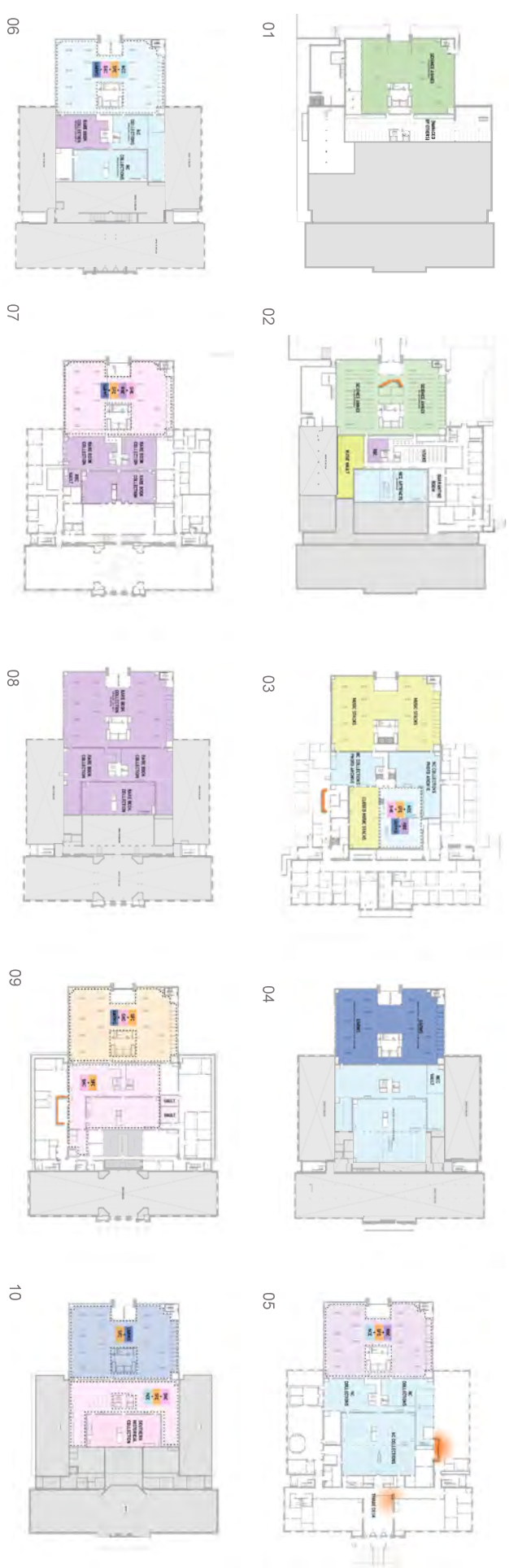


Wilson Library – History of Additions

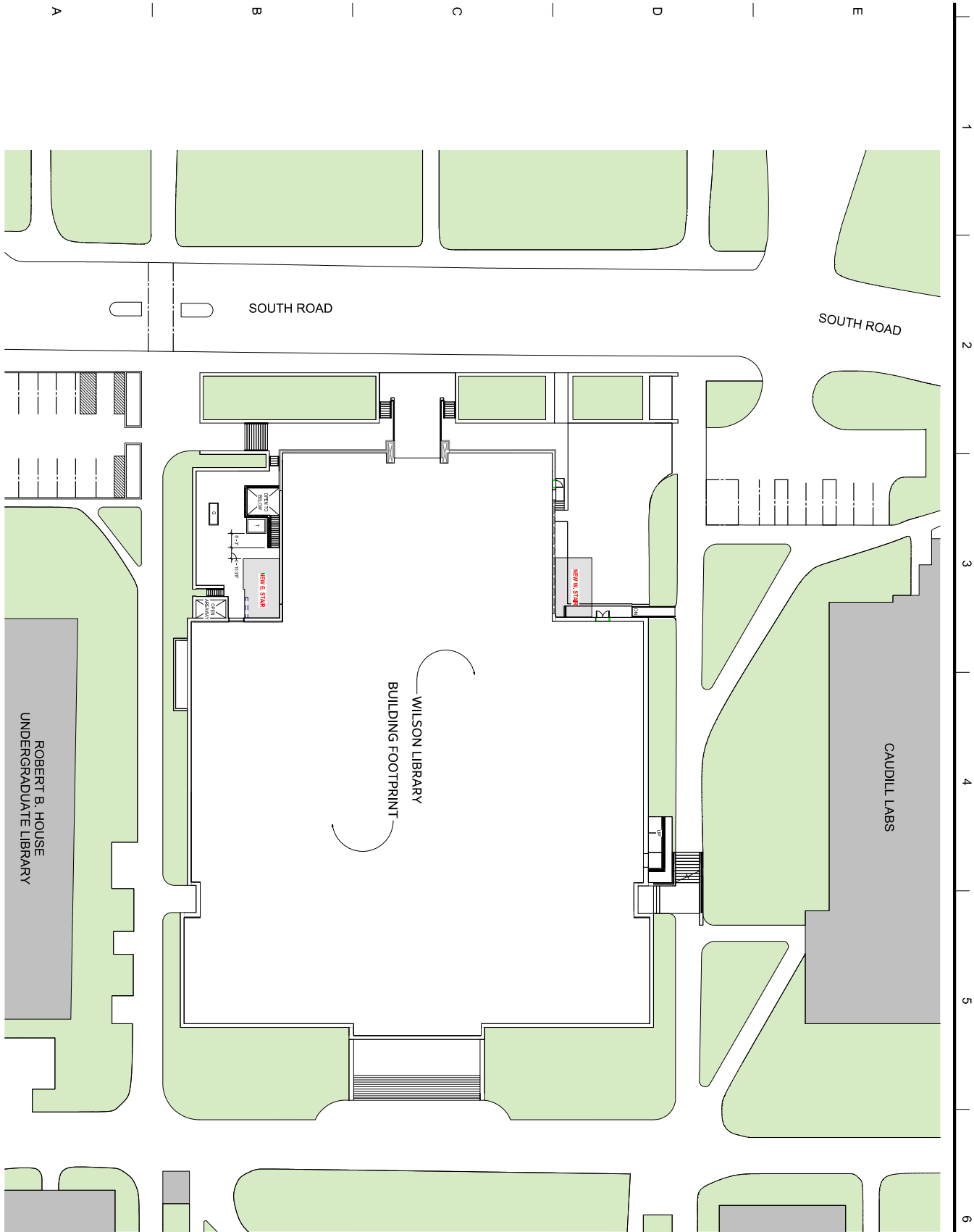


LIBRARY FUTURE VISION PLAN | ADDITIONAL INFORMATION

COLLECTION MAP



ARCHITECTURAL SITE PLAN



A1
A301

CRAWLSPACE

CHAIN CRAFT

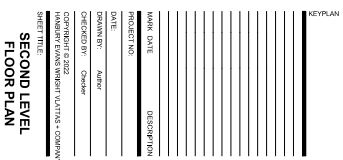
CONSULTANT

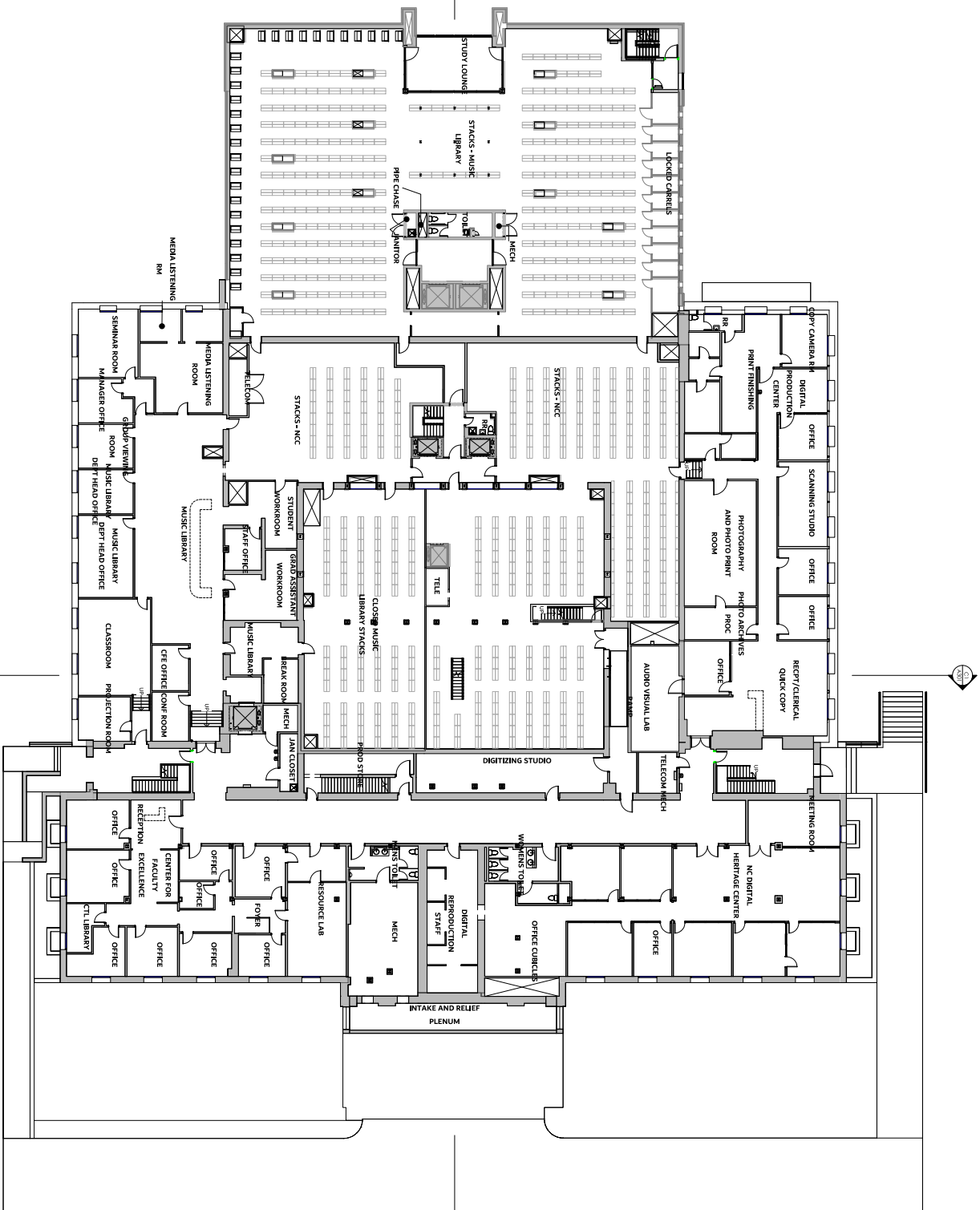
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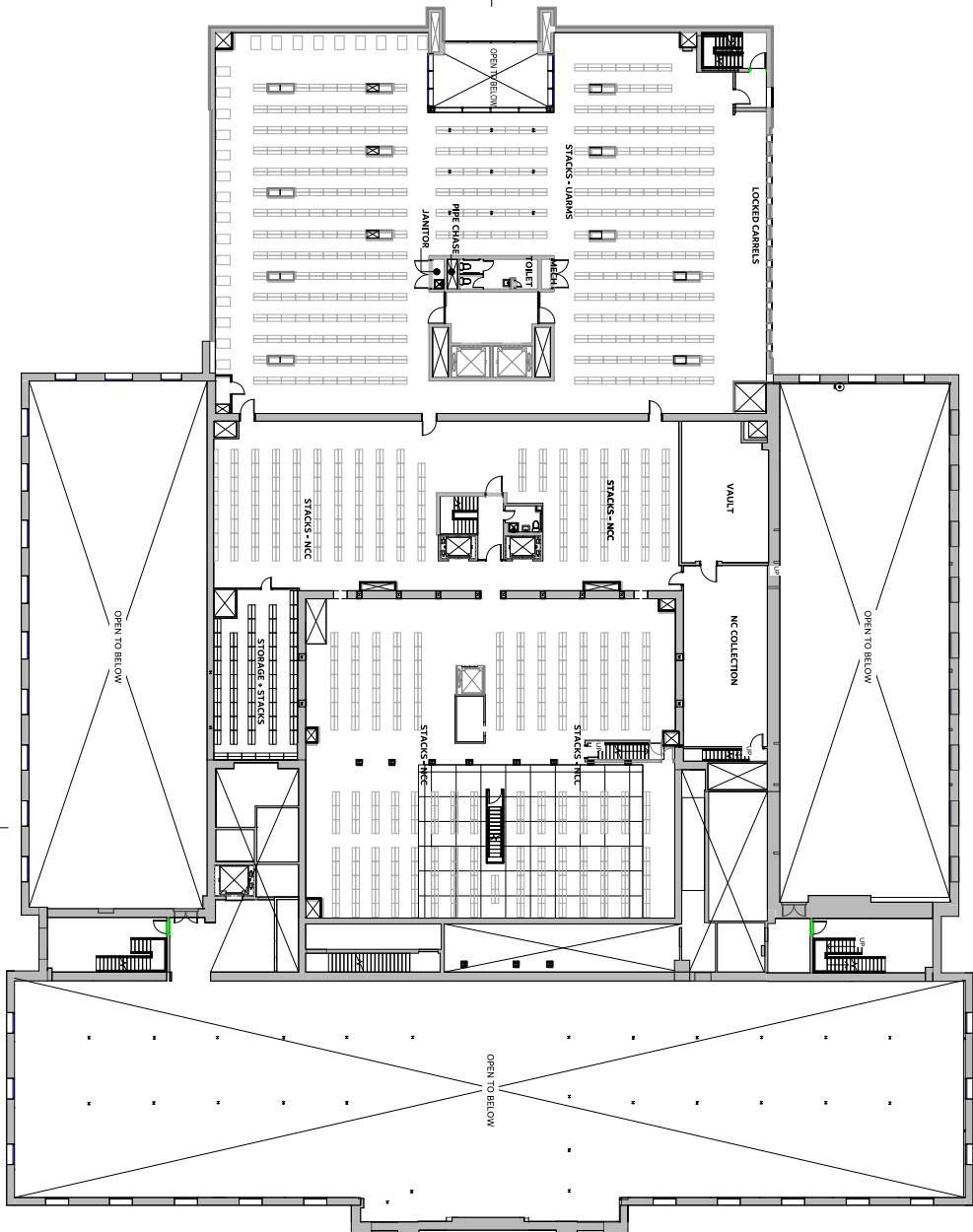
**FIRST LEVEL FLOOR
PLAN**

FLOOR PLAN - STACK LEVEL 01

A101







FLOOR PLAN - STACK LEVEL 04

MARK DATE	DESCRIPTION
PROJECT NO.	
DATE	
DRAWN BY: <i>Author</i>	
CHECKED BY: <i>Checker</i>	
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SHEET TITLE:	
FOURTH LEVEL FLOOR PLAN	

**FOURTH LEVEL
FLOOR PLAN**

A104

 HANBURY

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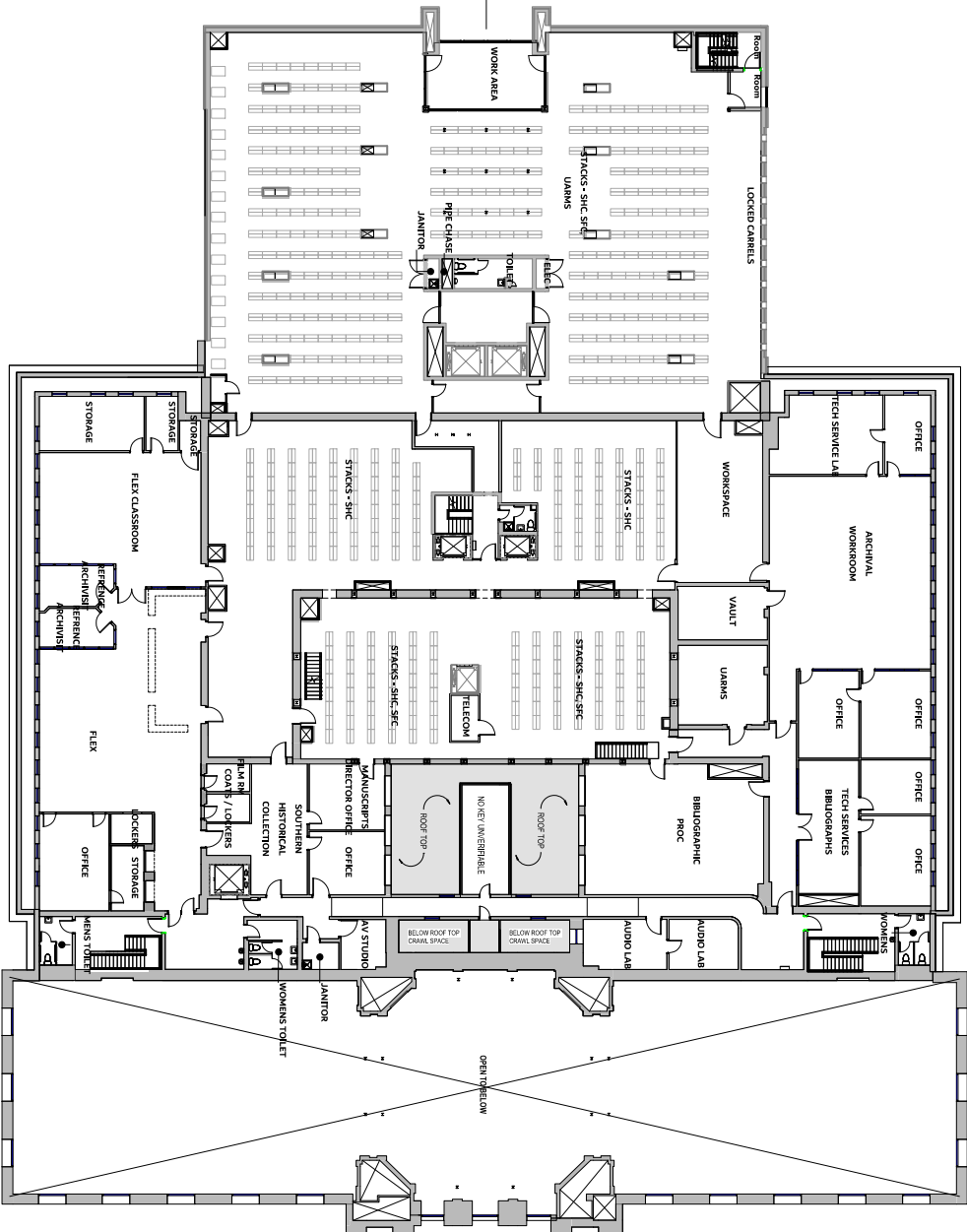
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**NINTH LEVEL
FLOOR PLAN**

SHEET NUMBER

A109

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DATE
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A1 FLOOR PLAN - STACK LEVEL 09
30' x 14'

1

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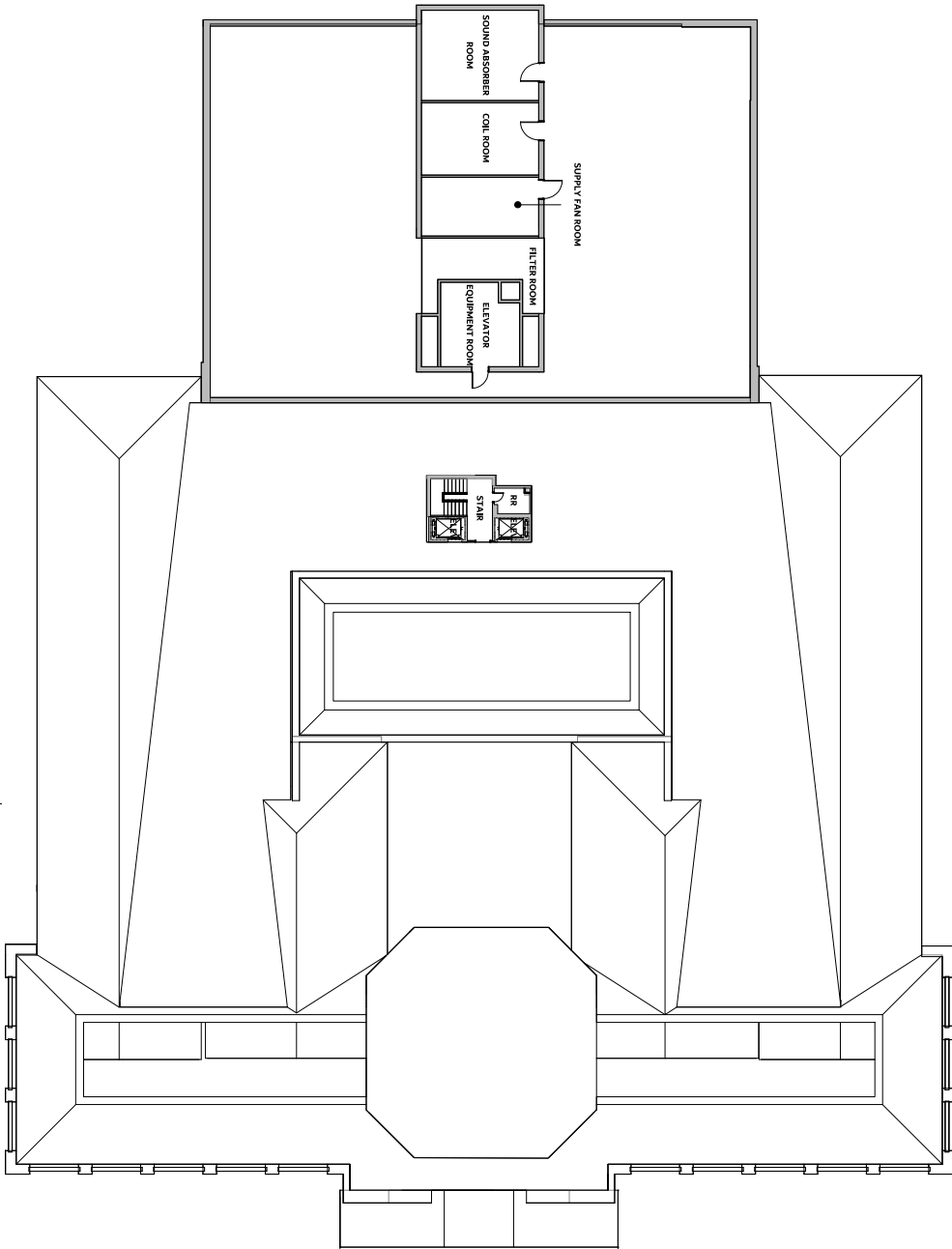
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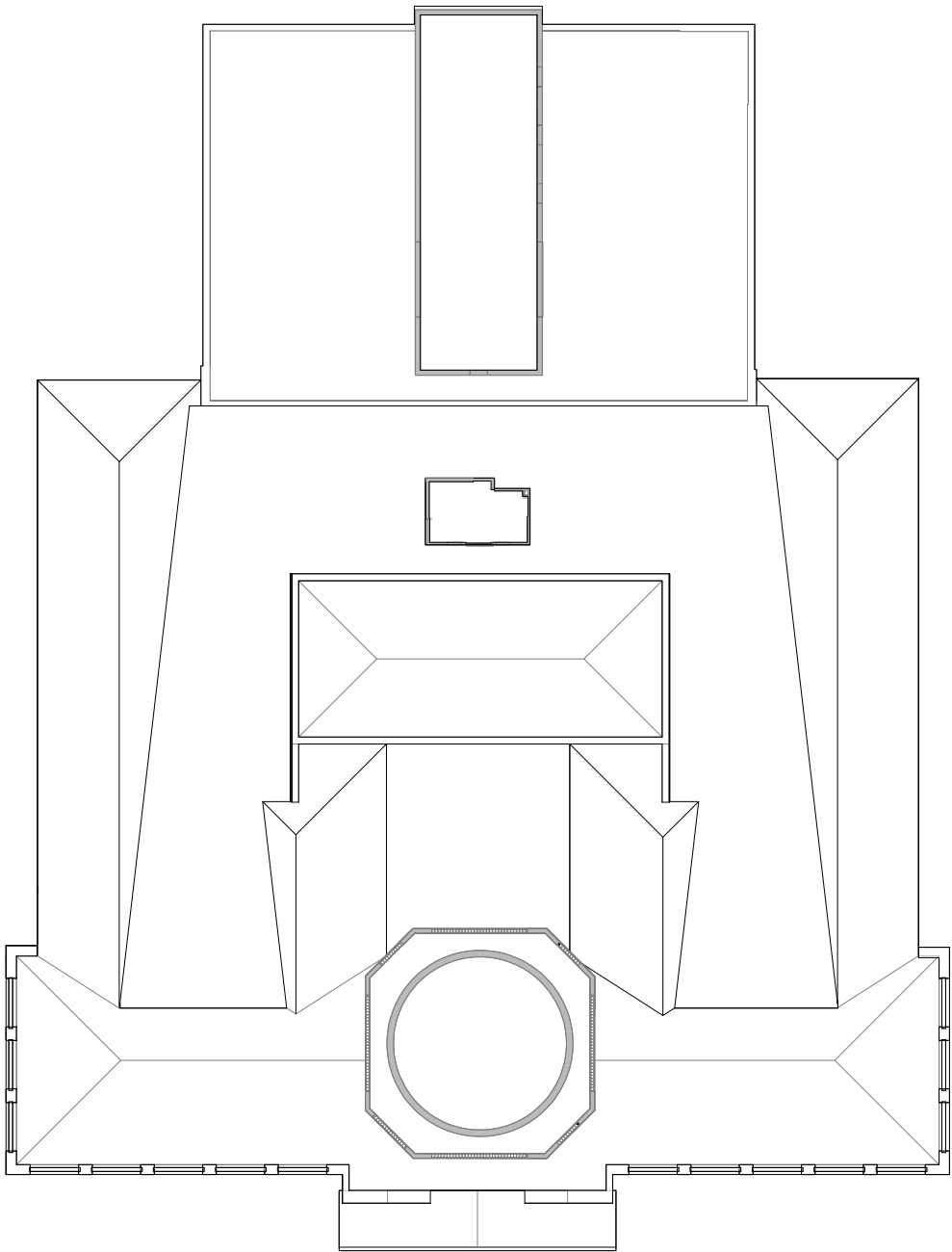
6



A1 FLOOR PLAN - PENTHOUSE LEVEL



A1 ROOF PLAN
2023-10



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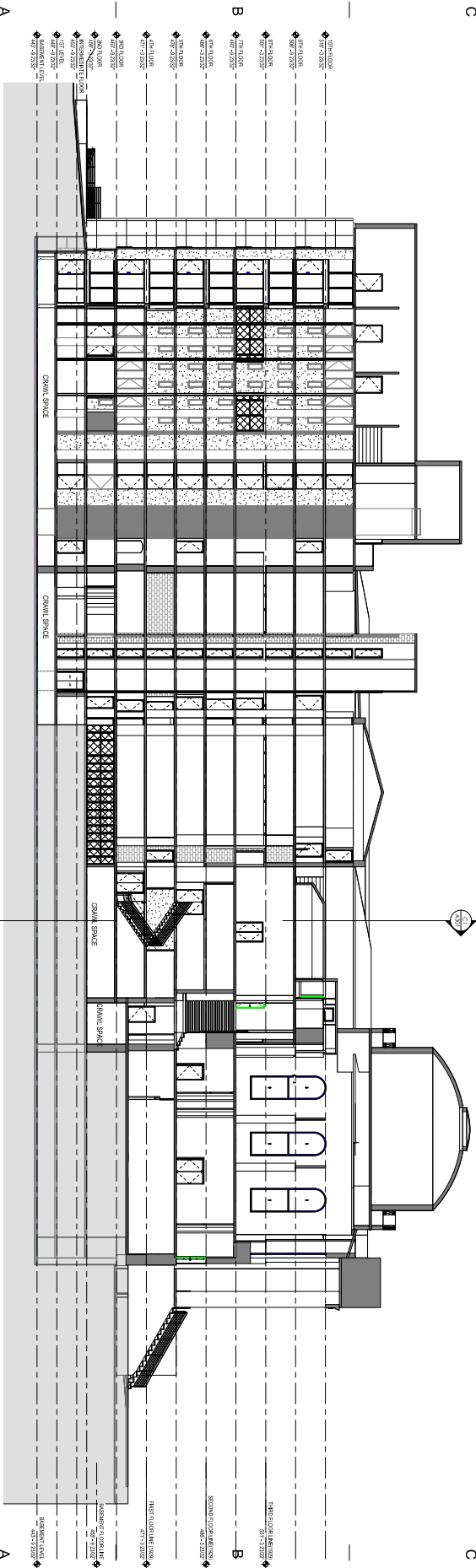
KEYPLAN

NAME DATE DESCRIPTION
PROJECT NO.
DATE
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SHEET 1 OF 1

ROOF PLAN

A131

OVERALL BUILDING SECTION - NORTHSOUTH

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A301

SHEET NUMBER