



## Advertisement for Designer Services/Project Brief

**Project:** ADA Transition Plan- Physical Barrier Assessment  
The University of North Carolina at Chapel Hill

**Advertised:** October 4, 2023

**Closing Date:** November 1, 2023

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The University of North Carolina at Chapel Hill (UNC) is soliciting submittals from firms interested in providing design services for the following described project:

### I. Project Description

The University of North Carolina at Chapel Hill is the flagship institution of the University of North Carolina System and is home to over 30,000 students and 13,000 faculty and staff members. The 730-acre campus includes over 500 buildings which provide over 21M GSF of space. The University is committed to creating conditions that cultivate an accessible and supportive environment for all. In compliance with Title II, Section 35.150 of the Americans with Disabilities Act (ADA), UNC is seeking proposals from qualified firms to conduct a Physical Barrier Assessment. Knowing the disability compliance status of spaces will inform the prioritization, funding, and scope of projects to improve access and compliance.

As part of an initial planning phase, a design team is needed to assess the existing campus conditions. This assessment is to involve a physical survey which identifies existing campus facilities in need of renovation as required for compliance with Title II of the ADA, International Code Council (ICC) A117.2-2017 and 2018 North Carolina Building Code with respect to accessibility and best practice for Universal Design.

The assessment should focus on academic, research, and recreational facilities and university life which includes all common areas that campus community members utilize, such as sidewalks, traffic signals, construction zones, and buildings. The assessment should include identification of physical obstacles that limit access to facilities for individuals with disabilities.

The anticipated project schedule is shown below:

Phase	Estimated Dates
Advertise RFP	10/4/2023
Pre-submittal Meeting (via <b>Zoom</b> at 8:30 AM EST)	10/18/2023
<b><u>Emailed PDF Submission due by 3:00 PM EST</u></b>	11/1/2023
Selection Committee’s Short List Recommendations	11/6/2023
Interviews	11/14 - 11/16/2023
Target for Project Initiation	January 2024

### II. Master Plans and Design & Construction Guidelines

The UNC 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 <https://facilities.unc.edu/resources/design-guidelines>.

### III. Project Scope



The design team shall:

- Assist in coordination of University stakeholders, such as, the Department of Facilities Planning & Design, Construction Management, Facilities Services, Transportation and Parking, and other University support services.
- Collaborate with the University's Director of Equal Opportunity and Americans with Disabilities Act Coordinator to survey building occupants/end users and their perceived priorities.
- Prepare general costs estimates for planning and budgeting purposes.
- Establish best practice planning guidelines.
- Utilize GIS and other related technology to produce a dynamic data set.

#### IV. Design Team

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

#### V. Selection Process

**There will be a virtual (Zoom) pre-proposal meeting on the date and time listed in the table above.** Interested designers will be able to discuss the issues & opportunities with the University's Facility Project Manager and the facility user groups. Tours of the project site will NOT be hosted by UNC. Zoom meeting details are as follows:

Join Zoom Meeting

<https://unc.zoom.us/j/98597518524?from=addon>

Meeting ID: 985 9751 8524

One tap mobile

+13017158592,,98597518524# US

+13052241968,,98597518524# US

Find your local number: <https://unc.zoom.us/u/acoMLLeilV>

**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 Wendie Morris ([wendie.morris@facilities.unc.edu](mailto:wendie.morris@facilities.unc.edu)). A Selection Committee, consisting of staff members from Facilities Services, Equal Opportunity and Compliance Office, and/or other members of the campus community will convene on **date listed in the table above** to discuss the Design Teams' 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 the 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. Submissions should utilize an SF-330 (Part I) format, and 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. Any other criteria which the Selection Committee shall deem appropriate to this specific project scope of work.

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 project submittals should be sent to Wendie Morris ([wendie.morris@facilities.unc.edu](mailto:wendie.morris@facilities.unc.edu)) All questions regarding project submittals shall be directed to:

**Lindsay McManamon**

[The University of North Carolina at Chapel Hill](#)  
*Accessibility Specialist, Facilities Planning & Design*  
Giles F. Horney Building  
103 Airport Drive  
Campus Box #1090  
Chapel Hill, NC 27599-1090  
Phone: (919) 843-2086  
Email: [lindsay.mcmanamon@unc.edu](mailto:lindsay.mcmanamon@unc.edu)



## CENTRAL CAMPUS

### Average Construction Year

39 Administration Buildings .....	1949
76 Academic Buildings .....	1965
45 Residence Halls .....	1945
24 Athletic Facilities .....	1996
8 Support Facilities .....	1958