



## Advertisement for Designer Services/Project Brief

**Project:** **UNC-CH University Libraries Space Master Planning**  
The University of North Carolina at Chapel Hill

**Advertised:** February 19,2024

**Closing Date:** **March 8, 2024**

The University of North Carolina at Chapel Hill is soliciting submittals from firms interested in providing design services for this project.

### I. Project Description

The University of North Carolina at Chapel Hill Libraries system is consistently ranked among the top university libraries in North America and is one of the premier libraries in the South. Carolina’s libraries are distributed across the campus. The system includes Davis Library, the central collection for humanities, social science, and business research; the Wilson Special Collections Library, home to rare and unique materials; R.B. House Undergraduate Library, dedicated to the learning needs of undergraduate students; the Health Sciences Library; and specialized subject libraries.

The Libraries Space Master Plan (LSMP) will address the University Libraries and Facilities, Planning, and Design’s (FPD) need for a comprehensive plan for how to meet this current moment of significant change and opportunity with the physical spaces and service delivery model for our campus. This will grow out of and be developed with strategic planning by the University Libraries, which is currently underway. The Libraries Space Master Plan will need to be developed into a useful tool before the end of the calendar year to help inform priorities for capital and other projects across the University Libraries.

In completing this process, the University Libraries seeks to continue to make library spaces welcoming and to foster a sense of inclusion and belonging among users and staff; to improve and maintain library facilities; and to continue work towards alignment with campus master planning.

This project scope includes comprehensive master planning and space utilization analyses for University Libraries. This includes developing and reviewing the space and service models for library materials, including developing enhanced off-site storage opportunities. Additionally, this effort will review and assess previous efforts at individual libraries and library spaces, facility condition assessment reports, current service delivery models and off-site storage, and other materials previously generated.

The anticipated project schedule is shown below.

Advertisement Phase	Estimated Dates
Advertise RFQ	02/19/2024
Proposals Submission	03/08/2024
Selection Committee’s Short List Recommendations	03/13/2024
Interviews	03/21/2024
Selection	03/22/2024

### II. Master Plans, Design & Construction Guidelines, and University Libraries Strategic Framework

The Master Plans and Design & Construction Guidelines will be one of the sets of guiding documents for the design of this project. The other will be the Strategic Framework and other strategic planning documents for the University Libraries. 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 as well as the University Libraries website under the About Us section <https://library.unc.edu/about/strategic-framework/>.

### III. Project Scope

The design team shall:

- Evaluate earlier analysis, studies, reports, and physical conditions for the University Libraries
- Assist coordination and engagement between Department of Facilities Planning + Design, Facilities Services, the University Libraries staff and stakeholders, and other University support services.
- Prepare Cost Estimates, Project Schedules, and Phasing Plans for potential projects.
- Produce space utilization analyses including graphical illustrations of building floor plans for the University Libraries
- Analysis of existing building systems in library spaces and their functionality for current and future programming
- Recommend criteria for evaluation of service models for off-site storage and services
- Create guidelines and principles for space utilization, allocation, and the formation of strategic partnerships
- Produce drawings and resources to identify and highlight library spaces for fundraising opportunities, such as on the Duke University Library website.

### IV. Planning Team

The University expects prospective teams and the individuals identified as members of those teams to have demonstrated experience in campus library projects, library programming, and master space planning. Design proposals should include a comprehensive listing of all consultants needed to address the specific needs of this project.

### V. Selection Process

**All submissions are due on date listed in table above at or before 3:00 PM.** A Selection Committee, consisting of staff members from Facilities Planning + Design and the University Libraries will meet on **date listed in the table above** to discuss the submissions and select the teams that are short listed for interviews.

**Interviews are scheduled for date listed in the table above via Zoom between the hours of 9 am and 12:40 pm.** The Selection Committee will consist of staff members from Facilities Planning + Design and the University Libraries. The format of the interview will consist of a **40-minute** presentation by the design team that is followed by a **20-minute** question and answer session. Each team is expected to have in attendance the person(s) from their firm(s) who will be responsible for the execution of this project.

Following the interviews, the Selection Committee will select, in priority order, the desired teams to lead the project.

### VI. Submittals

The University of North Carolina at Chapel Hill seeks letters of interest from firms who have recent experience with similar projects. 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 Planning Approach for the project including design team and consultants.
6. Historically Underutilized Business (HUB) participation & utilization in proposed team structure; and who/how HUB designers were utilized on previous projects.
7. Include current SF-330 Form of lead firm and each proposed consultant.



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 an Executive Summary with supporting material to follow in the submittals. UNC-CH does not limit the quantity of pages for proposals.

**Note: (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**  
*Architect PM, Planning & Project Management*  
*Facilities Planning and Design*  
Giles Horney Bldg | CB 1090 | 202E  
103 Airport Drive, Chapel Hill, NC 27599  
C: (984) 484-4113

**SEE ATTACHMENTS ON FOLLOWING PAGES.**



## I. ATTACHMENTS



Aerial View of Main Campus showing University Libraries spaces.

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