



## Chancellor's Residence Study

### Project Scope

UNCP is searching for a focus on the future expansion of the University of North Carolina at Pembroke; this study aims to enhance the Chancellor's Residence to accommodate more residents and visitors. This residence serves as the official dwelling for the university's leader and family. Various university events are hosted there. The residence comprises living spaces, entertainment areas, guest rooms, and outdoor sections. The study will explore potential renovations, expansions, or the construction of a new facility to meet evolving needs. Emphasizing using local materials and designing outdoor spaces for community gatherings is crucial while preserving the area's natural beauty.

**Total Project Budget** \$200,000

**The Pre-Submittal Meeting will be held virtually** to expand participation, provide additional project information, and answer limited questions. The Meeting is not mandatory but encouraged as it will provide the only opportunity for discussion.

**A Pre-submittal Meeting April 30, 2024, at 10:00 AM** via WebEx:

### Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=mc5bf1ee67a4894286971c6a03e15cb44>

### Join by meeting number

Meeting number (access code): 2304 867 1931

Meeting password: ijKr2J8rDH2

### More ways to join:

#### Tap to join from a mobile device (attendees only)

[+1-904-900-2303](tel:+19049002303) United States Toll (Jacksonville)

[+1-415-655-0001](tel:+14156550001) US Toll

### Join by phone

[+1-904-900-2303](tel:+19049002303) United States Toll (Jacksonville)

[+1-415-655-0001](tel:+14156550001) US Toll

[Global call-in numbers](#)

### Join from a video system or application

Dial [23048671931@uncp.webex.com](mailto:23048671931@uncp.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, [click here](#) and login site to view host information.

Need help? Go to <https://help.webex.com>



## Chancellor's Residence Study

### Intended Schedule:

<b>05/07/2024</b>	<b>Questions Due</b> (by noon)
<b>05/10/2024</b>	<b>Answers Posted</b>
<b>05/16/2024</b>	<b>Request for Qualifications Due</b> (by noon)
<b>05/31/2024</b>	<b>Finalist Notified</b>
<b>06/25/2024</b>	<b>Interviews</b> (Virtual)

**Please go to the following** website for further information regarding submission requirements

<https://www.uncp.edu/resources/facilities-planning-and-construction/information-designers>

**To view a map of the UNC Pembroke** campus and locate the building included in this project, visit.

<https://earth.google.com/web/@34.68876746,-79.19835818,52.32965387a,1258.35535042d,60y,-0h,0t,0r>

### Notes

- Failure to follow the directions or contacting anyone other than the listed contact may result in submission being classified as non-responsive.
- Responses shall be electronically submitted and should be no more than (20) pages at 8.5 x 11, excluding SF-330 form.
- It is the submitting firm's responsibility to ensure the materials are received by the due date and time. The University does not take responsibility for incomplete or late submissions.
- Submit One (1) electronic copy via email in PDF format.



## Chancellor's Residence Study

### **Tab 1: Completed Information Sheet** (Website Link)

- 1.1 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.

### **Tab 2: Letter of Interest** (Cover Letter)

- 2.1 Address the cover letter to the Project Contact or Project Manager

### **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 Past performance on similar projects to proposed solicitation illustrating experience with projects on university campus sites.
- 4.2 Current workload and State projects awarded.
- 4.3 Proposed design approach for the project
- 4.4 Recent experience with project costs and schedule adherence (include projects most like this Project)
- 4.5 Construction administration capabilities
- 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 to reach UNCP HUB goals)

### **Tab 6: Current SF-330**

**\* The Proposal (Tabs 1-5 above) will be reviewed for firms' qualifications as Letter of Interest. 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 and will not be formally reviewed in the detail as Tabs 1-5.**

Firms are requested to assure receipt of One (1) electronic copy via email in a PDF format to the project contact and Cc:[douglas.hall@uncp.edu](mailto:douglas.hall@uncp.edu). by the stated deadline. The intended Schedule is subject to change:

[Craymon.Strickland@uncp.edu](mailto:Craymon.Strickland@uncp.edu)

**Craymon Strickland Jr.**

Facilities Planner Interim Associate Director for Planning & Space  
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**All communications to the project contact via email only, and Cc: [douglas.hall@uncp.edu](mailto:douglas.hall@uncp.edu)**

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