



Roof Top Unit (RTU) Replacements

Project Scope

North Carolina at Pembroke is soliciting letters of interest from qualified professionals to provide basic design services for the Caton Field House and Auxiliary Services Facility. The project entails the replacement of existing rooftop unit (RTUs) equipment with new units, considering considerations such as roof penetration, structural support, and material handling. Restoration of affected building finishes is crucial, focusing on efficiently utilizing existing ductwork in the design process. Specifically, Caton Field House requires the replacement of six (6) RTUs powered by LP fuel. Moreover, the Auxiliary Services Facility, established in 1977, houses various departments, including the UNCP Procurement Office, Printing Services, Braves Card Office, Bookstore, Post Office, Central Receiving, and Campus Police. This facility comprises office spaces, common areas, conference rooms, and mechanical and electrical rooms. It currently features eight (8) RTUs installed in 2005, ranging from 6 to 15 tons and powered by natural gas.

Total Project Budget \$500,000

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 23, 2024, at 2:00 PM via WebEx:

More ways to join:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m27d98c77b1beba00a35635a07d01fb4d>

Join by meeting number

Meeting number (access code): 2307 618 9864

Meeting password: e7dJhB9qcF7

Tap to join from a mobile device (attendees only)

[+1-904-900-2303,23076189864##](tel:+19049002303,23076189864) United States Toll (Jacksonville)

[+1-415-655-0001,23076189864##](tel:+14156550001,23076189864) 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 [23076189864@uncp.webex.com](tel:23076189864@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>



Roof Top Unit (RTU) Replacements

Intended Schedule (subject to change)

| | |
|-------------------|---|
| 04/30/2024 | Questions Due (by noon) |
| 05/02/2024 | Answers Posted |
| 05/09/2024 | Request for Qualifications Due by Noon |
| 05/17/2024 | Finalist Notified |
| 06/11/2024 | Interviews (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 to project contact



Roof Top Unit (RTU) Replacements

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, by the stated deadline. The intended Schedule is subject to change:

matthew.greene@uncp.edu

Matt Greene,

Project Manager

UNC Pembroke Facilities Planning Design & Construction

All communications to the project contact via email only, and Cc: douglas.hall@uncp.edu

UNC SO Advertisement: <https://www.northcarolina.edu/apps/finance/vendors/opportunities.htm>