



Campus Water Main Infrastructure

Project Scope

The University of North Carolina at Pembroke (UNCP) is seeking letters of interest from qualified professionals to provide complete design and construction administration services for Campus Water Main Infrastructure project to replace and/or rehabilitate aging underground water mains serving multiple campus buildings. The work typically includes selective demolition and excavation, installation of new water main piping and appurtenances (valves, hydrants, meters/backflow preventers as applicable), tie-ins to existing distribution, restoration of paving/sidewalks/landscaping, and coordination of temporary service to maintain continuous water supply during construction.

Total Project Budget \$600,000

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 2026-02-03 at 11:00 AM via Webex:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m26e49b41f3e8560519d2c27e966da389>

More ways to join:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m26e49b41f3e8560519d2c27e966da389>

Join by meeting number

Meeting number (access code): 2318 534 3615

Meeting password: eJxp3pj6JJ5

Tap to join from a mobile device (attendees only)

<tel:+1-904-900-2303>

tel:%2B1-904-900-2303,*.01*23148904120%23%23*01* United States Toll (Jacksonville)

<tel:+1-415-655-0001>

tel:%2B1-415-655-0001,*.01*23148904120%23%23*01* US Toll

Join by phone

<tel:+1-904-900-2303> United States Toll (Jacksonville)

<tel:+1-415-655-0001> US Toll

Global call-in <https://uncp.webex.com/uncp/globalcallin.php?MTID=md7a990c56fd56ed42eb26ca5e9d5b469>

Join from a video system or application Dial [23185343615@uncp.webex.com](https://uncp.webex.com/join?MTID=md7a990c56fd56ed42eb26ca5e9d5b469) sip:[23185343615@uncp.webex.com](https://uncp.webex.com/join?MTID=md7a990c56fd56ed42eb26ca5e9d5b469)

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



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Intended Schedule:

02/17/2026	Request for Qualifications Due (by noon)
02/27/2026	Finalist Notified
03/17/2026	Interviews (Virtual)

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

<https://www.uncp.edu/info-for/external-vendors.html>

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



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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 as 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** matt.greene@uncp.edu and Cc: douglas.hall@uncp.edu, by the stated deadline. The intended Schedule is subject to change:

Matt Greene
Project Manager

UNC Pembroke
Facilities Planning, Design and Construction
1 University Drive
Pembroke, NC 28372

All communications to the project contact via email only, and Cc: douglas.hall@uncp.edu
UNCISO Advertisement: <https://www.northcarolina.edu/apps/finance/vendors/opportunities.htm>