



# The University of North Carolina Pembroke Roof Top Unit Replacements Request for Qualifications



# 1

## Introduction

The University of North Carolina at Pembroke (UNCP) is pleased to invite expressions of interest from experienced professionals in architectural and engineering services for a crucial project at our campus facilities. This project involves comprehensive design services for the Caton Field House and the Auxiliary Services Facility, each integral to our university's infrastructure and operational efficiency.

We are looking for firms with a strong track record in handling similar projects, demonstrating expertise in design and practical implementation of modern HVAC systems in complex settings. This project aims to improve operational efficiency and sustainability and ensure that both facilities continue to serve the UNCP community effectively and reliably.

# 1

## Introduction

### **Agenda**

**05 minutes**

2:05-2:10

**General**-As part of Air traffic control, Please mute and we can use "chat" type your name and we can acknowledge you to address questions.

### **Victor D. Deese**

ASSISTANT Vice Chancellor for FACILITIES  
MANAGEMENT

### **Matt Greene**

Project Manager  
Facilities Planning, Design and Construction

### **Douglas Hall, AIA, NCARB**

Interim University Architect  
Facilities Planning, Design and Construction

**Thank you for your interest in UNCP's** Pembroke and The University of North Carolina at Pembroke are the historic home of the Lumbee People, and this identity is integral to the sense of place at UNCP.

# 2

## Intended Schedule

**Agenda**  
**05 minutes**  
2:10-2:15

**RFP Timeline** for this Process (subject to change as necessary) is as follows:

**04/11/2024** RFQ Issued on eVP  
**04/30/2024** Questions due Noon  
**05/02/2024** Answers Posted  
**05/09/2024** 11:59 a.m. (EST)  
Submit (1) electronic copy via email in PDF format

**05/17/2024** Finalist Notified  
**06/11/2024** Interviews (Virtual)

Special Session of the Board of Trustees (TBD)

# 3

## Scope

### **Agenda**

**05 minutes**

1:15-2:20

**Optimize Design** The critical replacement of existing rooftop units (RTUs) with new, efficient models tailored to each facility. The undertaking will address essential considerations such as roof penetration, structural supports, and efficient material handling to ensure minimal building integrity and functionality disruption. Additionally, the project will include restoring building finishes impacted by the equipment replacement, with a strategic focus on leveraging existing ductwork to optimize the design and installation process.

### **Project Objectives:**

**Energy Efficiency:** Install new, high-efficiency RTUs to reduce energy consumption and decrease utility costs.

**Improved Climate Control:** Modern HVAC technology provides better temperature and humidity control, enhancing the comfort of all building occupants.

**Reduced Maintenance Costs:** Replace older, frequently serviced units with new models that require less maintenance and are covered by manufacturer warranties.

# 3

## Scope

### **Agenda**

**05 minutes**

2:20-2:25

**Reliable Cost Estimates** providing estimating, in meeting project budget is critical  
**Design and Procurement** involves selecting new, energy-efficient RTUs that comply with current environmental standards and are compatible with the existing rooftop infrastructure. Once the appropriate units are identified, the procurement process will commence, sourcing the RTUs and necessary installation materials from reputable, certified suppliers.

### **Installation:**

Installation begins with the careful dismantling and removal of the old RTUs. The rooftop infrastructure is then prepared to accommodate the new systems. This includes installing the new units, ensuring they are correctly aligned and securely mounted, and connecting all electrical and ductwork components. This phase allows the latest systems to integrate flawlessly with the building's existing systems.

# 4

## Budget

### *Agenda*

**05 minutes**

2:30-2:35

**Total Project Budget \$500,000**

**Total Cost of Work-Construction**

**Owner Design Fees**

**Owner Project Fees**

**Owner Reserves**

**Owner Construction Contingencies**



# 5

## Specific Requirements

1. Responses shall be electronically submitted
2. No more than (20) pages at 8.5 x 11 or (15) spreads at 11 x 17, excluding SF-330 form.
  - FAQ: What counts in the page limits?  
If it has ink on the page, it counts toward your page limits
3. Submit One (1) copy send via email formatted PDF
4. Follow Prescribed Format as detailed. (Tabs 1-6)
5. 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.**

# 5

## Specific Requirements

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

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

**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

4.2 Past performance on similar projects, illustrating experience with complex planning studies

4.3 Current workload and State projects awarded (Designer and Major Consultants)

4.4 Proposed design approach for the project

4.5 Recent experience with project costs and schedule adherence (please Include projects most similar)

4.6 Proximity to and familiarity with the area where project is located

# 5

## Specific Requirements

### **Tab 4: Relevant Experience & Other Important Factors (Continued)**

- 4.7 Proximity to and familiarity with the area where project is located
- 4.8 Record of successfully completed projects without major legal or technical problems
- 4.9 Energy Conservation Resiliency Design Experience

### **Tab 5: Minority Business Participation Plan** (include design and construction efforts to reach UNCP HUB goals)

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

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.
2. The Proposal (Tabs 1-5 above) will be reviewed for firms' qualifications as Letter of Interest.
3. 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

# 6

## *Agenda*

**25 minutes**

2:35-2:45

## **Your Questions**

Questions must be submitted via email.

Questions asked and answered as part of Preproposal meeting will be documented and submitted and posted on the UNCP website.

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

# **Thank you for listening and interest in UNCP**