



The University of North Carolina Pembroke Chancellors Residence Study

Request for Qualifications



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Introduction

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.

1

Introduction

Agenda

05 minutes

10:05-10:10

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

Craymon Strickland Jr.

Facilities Planner Interim Associate Director for
Planning & Space Management

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.

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Intended Schedule

Agenda
05 minutes
10:10-10:15

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

04/11/2024 RFQ Issued on eVP
05/07/2024 Questions due Noon
05/10/2024 Answers Posted
05/16/2024 11:59 a.m. (EST)
Submit (1) electronic copy via email in PDF format

05/31/2024 Finalist Notified
06/25/2024 Interviews (Virtual)

09/06/2024 Board of Trustees

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Scope

Agenda

05 minutes

10:15-10:20

Planning

Develop a detailed project plan outlining tasks, timelines, and resource allocation.

Conduct a thorough needs assessment to understand the requirements for enhancing the Chancellor's Residence.

Engage stakeholders and gather input on desired enhancements and priorities.

Planning continued

Explore potential renovation options, expansion opportunities, or new construction plans.

Identify environmental and regulatory considerations, including preserving natural beauty and using local materials.

Cost Estimates so to secure necessary funding approvals.

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Scope

Agenda

05 minutes

10:20-10:25

Design

Collaborate to develop conceptual designs and layouts.

Incorporate stakeholder feedback into the design process.

Ensure designs align with sustainability goals, emphasizing local materials and outdoor space design for community gatherings.

Define necessary permitting and approval from regulatory authorities and associated schedule.

Implementation

Define critical path activities to realize recommendations.

Monitor the study progress and ensure it meets agreed-upon design and quality standards.

Manage the project timeline and budget, addressing any issues or changes that may arise.

Conduct and document all meetings with university officials and stakeholders to minimize disruptions and maintain communication until the study is approved.

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Budget

Agenda

05 minutes

10:30-10:35

Total Budget \$200,000

Owner Design Fees

Owner Reserves

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.

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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

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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

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Agenda

25 minutes

10:35-10:45

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