



Third-Party Commissioning Agent (CxA)

Health Science Center

REQUEST FOR QUALIFICATIONS

Project Scope

UNCP seeks to engage an independent design firm through a publicly advertised, qualifications-based selection process to provide the professional services of a Third-Party Commissioning Agent (CxA) for the upcoming project. The CxA will join the project team during the design phase and provide support throughout design, construction, and post-acceptance. The building will be approximately 75,000 gross square feet, spanning two to three stories. Commissioning is a quality assurance process that ensures and documents that building components and systems function according to the owner's project requirements and the design documents. The selected team will collaborate closely with architects, consulting engineers, and the CM at Risk firm to deliver a fully commissioned building that maximizes energy efficiency, indoor air quality, occupant comfort, and minimizes operating and maintenance costs. UNCP values the impartial perspective that a third-party CxA brings to the project.

Total Project Budget 91,000,000

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 11/19/2024 at 11:00 AM via WebEx:

Join meeting

<https://uncp.webex.com/uncp/j.php?MTID=mfc655952067b06eceb0beb28c07afc44>

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=mfc655952067b06eceb0beb28c07afc44>

Join by meeting number

Meeting number (access code): 2309 671 0324

Meeting password: FBhAaNz323

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,23096710324##<tel:%2B1-415-655-0001,,*01*23096710324%23%23*01*
US Toll

Join by phone

+1-415-655-0001 US Toll

Global call

<https://uncp.webex.com/uncp/globalcallin.php?MTID=m2e28cd7c9fe16446b2b8e8d06b3d72f6>

Join from a video system or application

Dial [23096710324@uncp.webex.com](tel:23096710324@uncp.webex.com) sip:[23096710324@uncp.webex.com](tel:23096710324@uncp.webex.com)

You can also dial 173.243.2.68 and enter your meeting number



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Intended Schedule (subject to change)

11/19/2024	Pre-Submittal Meeting (Virtual via WebEx URL above)
12/03/2024	Finalist Notified
12/17/2024	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



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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/Green Globes 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:

kevin.wirmore@uncp.edu

Kevin Witmore

Project Manager (contact)

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>