



UNCP School of Education Study

REQUEST FOR QUALIFICATIONS

Project Scope

Built-in 1976 and spanning 38,864 gross square feet, the School of Education Building has yet to be renovated substantially. Its outdated classroom layout constrains collaborative and interactive learning, underscoring the need for a planning and programming study to identify modern teaching and learning enhancement opportunities. The selected Designer will assess the facility to recommend interior reconfigurations, improved accessibility, refreshed finishes, building envelope improvements, and upgrades to mechanical, electrical, and IT systems. Additionally, the Designer will create a prioritized implementation plan with phased renovation recommendations and associated cost estimates, serving as a strategic guide for future capital funding rather than supporting any immediate project.

Total Budget \$ 90,000

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 11/26/2024 at 10:00 AM via Webex:

<https://uncp.webex.com/uncp/j.php?MTID=mc9752c6f4cba6200b71767d079ee990c>

Join by the meeting number.

Meeting number (access code): 23136143180

Meeting password: guQXUSSk568

Tap to join from a mobile device (attendees only)

[+1-904-900-2303,,23136143180##<tel:%2B1-904-900-2303,,*01*23136143180%23%23*01*>](tel:+1-904-900-2303,,23136143180##<tel:%2B1-904-900-2303,,*01*23136143180%23%23*01*>)

United States Toll (Jacksonville)

[+1-415-655-0001,,23136143180##<tel:%2B1-415-655-0001,,*01*23136143180%23%23*01*>](tel:+1-415-655-0001,,23136143180##<tel:%2B1-415-655-0001,,*01*23136143180%23%23*01*>)

US Toll

Join by phone

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

[+1-415-655-0001](tel:+1-415-655-0001) US Toll

Global call-in numbers

[numbers<https://uncp.webex.com/uncp/globalcallin.php?MTID=m9901df5df9cd07f7752f1250465a3829>](https://uncp.webex.com/uncp/globalcallin.php?MTID=m9901df5df9cd07f7752f1250465a3829)

Join from a video system or application

Dial [23136143180@uncp.webex.com](tel:23136143180@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>



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Intended Schedule (subject to change)

11/26/2024	Pre-Submittal Meeting (Virtual via Webex URL above)
12/18/2024	Finalist Notified
01/21/2025	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.

Craymon Strickland Jr

Facilities Planner (contact)

craymon.strickland@uncp.edu

UNC Pembroke

Facilities Planning Design & Construction

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

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