



The University of North Carolina Pembroke
School of Education 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 create a welcoming gateway to the southern part of Campus along Faculty Row.

The instructional spaces in the aging building are functional but in need of modernization. The study will deliver a strategic plan to be implemented over time.

The focus is on planning with clear phased interventions that will progressively enhance the facility's functionality, accessibility, and aesthetic appeal, ensuring a comprehensive modernization over time.

The primary goal of the study is to provide a roadmap for future capital funding decisions, ensuring that the facility's improvements are systematically prioritized.

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Introduction

Agenda

05 minutes

10:05-10:10

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

Craymon Strickland Jr.

Facilities Planner Interim Associate Director
for Planning & Space Management

Douglas Hall, AIA, NCARB

Interim University Architect
Facilities Planning, Design and Construction

EMAIL

Name

Firm

Address if not in email signature

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Intended Schedule

Agenda
05 minutes
10:10-10:15

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

11/21/2024 eVP Issued

12/10/2024-Submission Deadline

Noon! Submit One (1) copy send via email formatted PDF

12/18/2024-Notification Finalists

1/21/2024-Interviews

02/07/2025 BOT Recommendation Package

02/20-21/2025

Committee priority recommendations to Board of Trustees for awarding contract.

02/28/2025 Finalist Notified!

03/07/2025 Proposal Fee Request

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Scope

Agenda

05 minutes

10:15-10:20

Assessment and Strategic Planning Study

Objective: to provide a comprehensive evaluation of the facility, leading to strategic recommendations for its interior reconfiguration, accessibility improvements, aesthetic enhancements, building envelope improvements, and upgrades to mechanical, electrical, and IT systems.

Assessment and Analysis:

Conduct a thorough analysis of the current interior layout to identify potential areas for reconfiguration to enhance functionality and flow.

Evaluate the facility's accessibility in compliance with relevant codes and standards, recommending improvements where necessary.

Review the mechanical, electrical, and IT systems to identify outdated components and propose necessary upgrades for efficiency and performance.

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Scope

Agenda

05 minutes

10:20-10:25

Facility Assessment and Strategic Planning Study

Objective: to ensure a structured and methodical approach to achieving strategic objectives. By providing clear guidance on prioritization, resource allocation, and phased execution, the plan facilitates informed decision-making and optimizes the use of available resources, ultimately leading to the successful realization of long-term goals.

Strategic Implementation Plan Phased Implementation:

Define the scope and deliverables for each phase, ensuring a logical progression towards the overall goals.

Cost Estimates:

Provide detailed cost estimates for each phase of implementation. Include budget projections and financial planning to ensure feasibility and sustainability.

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Budget

Agenda

05 minutes

10:30-10:35

Total Budget \$90,000

Planning Programing Letter of Agreement

Pre-Design Fee

Owner Associated Commitments

Planning Contingency

Surveys

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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