



Facilities Planning & Construction

Designer Selection Policies & Procedures

How are Designers selected at UNCP?

Designer selection depends upon the type of projects. The three types of projects are as follows:

1. Projects over \$500,000 (construction, contingency, and design fees totaled). These are called Formal Projects.
2. Projects between \$100,000 and \$500,000. These are called Formal Download Projects.
3. Projects less than \$100,000. These are called Informal Projects

For both types of Formal projects, a Building Committee is selected from campus users and is chaired by Facilities Planning & Construction staff. The responses to designer solicitations are reviewed and screened by this committee, who prepares a shortlist.

Formal Projects – These projects require an interview of the shortlisted firms. If your firm is notified that you have been shortlisted, you will be invited to campus for a pre- interview project briefing. All shortlisted designers will be given this opportunity to meet in a group to receive information regarding the project, the interview procedure, and to examine the site and ask questions. Questions that asked after this briefing will be circulated with their answers to all other shortlisted designers in the interest of fairness and completeness of information to all.

The shortlisted designers will be interviewed typically sequentially on one day, and the building committee will then make recommendations to the Board of Trustees. The Board of Trustees will consider the recommendations and provide the Building Committee with a decision regarding selection.

Formal Download Projects – These projects require no interview. The Building Committee will review the responses to the solicitation and may request additional information from designers. The Building Committee will make recommendations to the Board of Trustees who will then make their decision.

Informal Projects – These projects are typically handled through an Annual Services Contract. Several designers are selected on one year renewable contracts to handle this work. The selection for these contracts is done in the same manner as the Formal Download Projects.

What do I need to include in my submission?

In order that submissions can be fairly evaluated, we ask that you submit your SF254, Resumes of personnel that you propose to work on this project along with a summary of the proposed project team, details of past applicable projects, a brief description of your design organization, details on any consultants that you propose to use, and details of your current work load.

What about a site visit prior to my submission? How do I obtain information on the project?

The primary purpose of these policies and procedures is to provide an orderly and fair selection process to all. In the interest of fairness, individual meetings will NOT be scheduled with designers to discuss projects. For each project solicited, a Fact Sheet will be published on the Facilities Planning & Construction website which will be available for download. This fact sheet represents all of the knowledge necessary to prepare your submission. You are free, however, to visit the campus on your own to examine buildings or sites that are accessible to the general public.

Is there anything else that I need to know about doing work at UNCP?

Yes! Our expectations for design professionals who are selected for our projects are very high. We expect that you will submit for projects ONLY if you have previous applicable experience in the type of project being advertised, in working on a college campus, and preferably with working with the State of North Carolina Construction Procedures.

We also expect you to submit only if you are able to provide the customer service that meet our design schedule. We are very serious about keeping projects on schedule and will take all necessary measures ensure that this happens.

We also expect you to do a thorough job of performing field work. This applies to consultants as well as primary designers. UNCP takes a very dim view of lack of coordination and verification of site conditions, and has typically asked designers to participate financially in change orders that are caused by this. We also expect that you will familiarize yourself with the Design and Construction Guidelines and utilize them in preparation of your work.

Finally, we expect no surprises on bid day. This means close control is kept on the job at each phase by preparation of estimates, and that you as a designer are not afraid to say no to anything that will “bust the budget.” Of course no one can control or predict the construction market, but due diligence is expected at each design phase to ensure that to the best of our knowledge as a project team we haven’t overrun our budget.

You will also have access to our plans archives, which contains plans and specifications of past projects and buildings. We also have limited autocad drawings of recent projects. We do not have a copier on site, so if you wish to make copies of plans, this will be handled by you, at your expense. We are unable to loan drawings for periods of time exceeding two weeks.

On budget and on schedule – these are the watchwords to a successful project at UNCP.