



# UNC Pembroke Multi-Purpose Support Facility

## Project Scope

The University of North Carolina at Pembroke (UNCP) seeks letters of interest from qualified professionals for the Multi-Purpose Support Facility at Caton Field House.

UNCP desires to construct a 1,500-SF facility to provide additional support space for teaching options with showers, restrooms, and storage. The space, accommodating a maximum of 60 students, serves multiple purposes to provide flexibility in addressing the constant change in staff, organizations, and students.

The designer will work with representatives from campus to address project needs, functions, adjacencies, construction costs, and schedules.

**Total Project Budget \$600,000**

Intended Schedule:

09/22/2022:	Questions Due
09/26/2022:	Answers Posted
10/03/2022	Letters of Interest Due
10/11/2022	Notify Shortlist Selections for Interview
10/25/2022	Interviews
11/10/2022	BOT Approval of Selections
12/01/2022	Finalist Contract Kick-Off

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

**Please go to the following website** <https://www.uncp.edu/resources/facilities-planning-and-construction/information-designers> for further information regarding submission requirements.

**To view a map** of the UNC Pembroke campus and locate the building included in this project, visit <https://www.uncp.edu/about/campus-map>

## Notes:

- Failure to follow the directions or contact anyone other than the listed contact may result in the submission being classified as non-responsive.
- The total submittal, including a letter of interest, is limited to (20) pages at 8.5 x 11, excluding the SF-330 form. Labeling of tabs or dividers will not count toward the total page count. However, the total count includes any printed content, such as images, logos, and sentence wording, beyond mentioned tabs.
- The submitting firm is responsible for ensuring 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 (PDF) via flash drive in the following format:



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## Format:

### 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)

### 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 to the **Multi-Purpose Support Facility**, illustrating experience with complex buildings and building sites.
- 4.3 Current workload and State projects awarded.
- 4.4 A proposed design approach for the project
- 4.5 Recent experience with project costs and schedule adherence (including projects most similar to **Multi-Purpose Support Facility, Projects**)
- 4.6 Construction administration capabilities
- 4.7 Proximity to and familiarity with the area where the project is located
- 4.8 Record of successfully completed projects without major legal or technical problems
- 4.9 Energy Conservation/LEED Experience
- 4.10 Three-dimensional photo-realistic and/or virtual reality capabilities.

### Tab 5: Minority Business Participation Plan (include design and construction efforts to reach UNCP HUB goals)

### Tab 6 : Current SF-330

## Letters of Interest are due by Noon on 10/03/2022

\* The Proposal (Tabs 1-5 above) will be reviewed for firms' qualifications as Letters 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 detail, as in Tabs 1-5.

Submit Letters of Interest by the above deadline to:

### **Matt Greene, Project Manager**

UNC Pembroke  
Facilities Planning, Design, and Construction  
1 University Drive  
Pembroke, NC 28372

Please address the cover letter to the Project Manager, and all questions via email only are to be directed to: [matthew.greene@uncp.edu](mailto:matthew.greene@uncp.edu) also Cc Ken Pearce, P.E. [Kenneth.Pearce@uncp.edu](mailto:Kenneth.Pearce@uncp.edu) Director Facilities Planning, Design and Construction along with [dhall@thinkbha.com](mailto:dhall@thinkbha.com)