



UNCP-Campus Safety & Regional Emergency Response Center

Project Scope

The University of North Carolina at Pembroke (UNCP) has the project authority for Advance Planning. The design team selected may be retained through complete design and construction at the University's option. The project is reconfiguring existing space within the 43,997 gross sq. ft. Auxiliary Services Building, built in 1977. Campus Police currently operate out of 2,600 gross sq. ft. The project is a reconfiguration so that the Campus Police department will encompass 11,000 gross sq ft. of this building. Auxiliary Services Building contains additional functions and space for Central Receiving, Mail Services, and Surplus Management, as well as Dining, Vending, and Laundry Services.

Campus Police's current space provides for dispatch, limited offices, and showers to support current operations. The present considerations include:

- 1) Separate holding areas so that victims and perpetrators can remain separated throughout an investigation
- 2) Offices to accommodate 20 officers & 6 staff
- 3) Secure records/evidence processing and storage rooms
- 4) Expanded equipment storage
- 5) Emergency Operations Center (EOC)
- 6) Conference/training space

This project will also include dedicated access control installation with security monitoring and video surveillance.

Project Budget \$4,480,000

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. The Meeting will be recorded and posted afterward within the solicitation section on the FPDC website.

A Pre-submittal Meeting is on 09/27/2022, at 9:00 AM via WebEx:

Join meeting

<https://uncp.webex.com/uncp/j.php?MTID=m872cb4ae2c56319f0add3f2d983f2ace>

More ways to join:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m872cb4ae2c56319f0add3f2d983f2ace>

Join by meeting number

Meeting number (access code): 2312 127 4062

Meeting password: AKg4PDSXP87

Tap to join from a mobile device (attendees only)

tel:%2B1-415-655-0001,%2A01*23184620187%23%23*01* US Toll



UNCP-Campus Safety & Regional Emergency Response Center

Join by phone

<tel://+1-415-655-0001> US Toll

Global call-in numbers

<https://uncp.webex.com/uncp/globalcallin.php?MTID=m8f2ba01cd753364b2cb55be43d01455d>

Join from a video system or application

Dial sip:23121274062@uncp.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>

Intended Schedule:

9/27/2022	Pre-Submittal Meeting
10/04/2022	Questions Due
10/11/2022	Letters of Interest Due
10/19/2022	Finalist Notified
11/08/2022	Interviews

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.
- Responses shall be electronically submitted and should be no more than (20) pages at 8.5 x 11, excluding the SF-330 form.
- 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:



UNCP-Campus Safety & Regional Emergency Response Center

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
- 4.2 Past performance on similar projects to Campus Safety & Regional Emergency Response Center Projects, 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 this Project)
- 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

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 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.

Letters of Interest are due by **Noon on 10/11/2022**.

Submit Letters of Interest by the above deadline to:

Matt Greene,

Project Manager

UNC Pembroke Facilities Planning Design & Construction

Project Manager

matthew.greene@uncp.edu

All communications via email to the project contact only, Cc: Kenneth.Pearce@uncp.edu Director Facilities Planning, Design, and Construction and dhall@thinkbha.com.

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

Total Project Cost **\$4,480,000**

<https://www.uncp.edu/resources/facilities-planning-and-construction/information-designers>