



The University of North Carolina Pembroke **Campus Safety & Regional Emergency Response Center** Request for Qualifications



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Introduction

1

Introduction

Agenda

05 minutes

9:05-9:10

General-As part of Air traffic control,
Please mute and we can use “chat”
type your name and we can
acknowledge you to address questions.

Victor Deese

*Associate Vice Chancellor for Facilities
Operations*

Matt Greene

Project Manager
Facilities Planning, Design and Construction

Douglas Hall, AIA

BHA UNCP Consultant
CSRE Response Center

Thank you for your interest in UNCP's Campus Safety & Regional Emergency Response Center

Pembroke and The University of North Carolina
at Pembroke are the historic home of the
Lumbee People, and this identity is integral to
the sense of place at UNCP.

Recently:

- **2022-Master Plan Update** (published soon)
- **2022 Space Allocation Study** (published soon)
- **2022 James Thomas Hall** opens New
School of Business
- **2021 Joseph B. Oxendine Administrative
Building** reopens (formally West Hall)

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Intended Schedule

Agenda
05 minutes
9:10-9:15

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

9/12/2022 RFQ Issued

9/27/2022-Pre-proposal virtual WebEx meeting hosted by UNCP at 9:00 a.m. (EST) Attendance is not mandatory, but highly encouraged.

10/04/2022-Questions Due

10/06/2022-Answers Posted

10/11/2022-Deadline Noon for proposers to submit Letters of Interest to UNCP by 11:59 a.m. (EST)

10/19/2022-Notification Finalists

11/08/2022-Presentations

11/10/2022 TBD-Recommendation to UNCP Board of Trustees for awarding contract.

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Scope

The design team selected may be retained through full 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 planned to be an occupied renovation so that the Campus Police department will encompass 11,000 gross sq ft. of this building.

Auxiliary and Business Building contain additional functions and space for Central Receiving, Mail Services, and Surplus Management, as well as Dining, Vending, and Laundry Services.

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Budget

Agenda

05 minutes

9:20-9:25

Total Project Budget \$4,480,000

Designer General Task

Advance planning The design team selected may be retained through full design and construction at the University's option.

Site Location and Orientation
Full design and construction
Construction Administration

Delivery method:

Design-Bid-Build

Owner Contracts

Geotech/ SI/CMT
Commissioning

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Specific Requirements

1. Responses shall be electronically submitted
2. No more than (20) pages at 8.5 x 11 or (10) spreads at 8.5 x 11, excluding SF-330 form.
 - FAQ: What counts in the page limits?
If has ink on the page, it counts toward your page limits
3. Submit One (1) electronic copy (PDF) via flash drive.
Provide only one file. The drive on the file will be used as the response to the professional selection.
4. Follow Prescribed Format as detailed. (Tabs 1-6)
5. It is the submitted 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 Campus Safety & Regional Emergency Response Center illustrating experience with complex buildings and building sites.

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 (Include projects most similar Campus Safety & Regional Emergency Response Center)

4.6 Construction administration capabilities

4.7 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/LEED 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

9:25-9:55

Your Questions

Questions must be submitted in writing.

Questions asked and answered as part of Preproposal meeting will be documented and submitted as an addendum on the UNCP website.

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

Thank you for listening and interest in UNCP