



Business Administration Renovation

Project Scope

We aim to renovate the Business Administration Building that was constructed in 1969. Our goal is to create a student-centered approach to services by combining various departments, such as the Center for Student Success, Admissions, and Financial Aid, into a central, multifunctional space. Doing so will simplify processes, enhance efficiency, and benefit prospective students. It will also unite staff, reduce departmental isolation, and create a more cohesive environment for future, current, and past students. The renovations will adhere to the recommendations in the Space Utilization Study, FCAP Report, and Master Plan Update of 2022.

Total Project Budget \$12,500,000

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.

A Pre-submittal Meeting August 01, 2022, at 9:00 AM via WebEx:

Join meeting: <https://uncp.webex.com/uncp/j.php?MTID=m95d89ec8153a62873e8e6b45533ed7fe>

More ways to join:

Join from the meeting link.

<https://uncp.webex.com/uncp/j.php?MTID=m95d89ec8153a62873e8e6b45533ed7fe>

Join by meeting number.

Meeting number (access code): 2312 491 8665

Meeting password: 6PSwwkPwP53

Tap to join from a mobile device (attendees only)

[+1-415-655-0001;23124918665](tel:+1-415-655-0001;23124918665)##<tel:%2B1-415-655-0001,*01*23124918665%23%23*01* US Toll

Join by phone.

+1-415-655-0001 US Toll

Global call-in numbers

<https://uncp.webex.com/uncp/globalcallin.php?MTID=m7e91b83468560b94f677dedda97de934>

Join from a video system or application.

Dial [23124918665@uncp.webex.com](tel:23124918665@uncp.webex.com)<[sip:23124918665@uncp.webex.com](tel:23124918665@uncp.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

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



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Intended Schedule:

08/08/2023	Questions Due
08/15/2023	Answers Posted
08/22/2023	Letters of Interest Due
08/29/2023	Finalist Notified
09/19/2023	Interviews

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

To view a map of the UNC Pembroke campus and locate the building included in this project, visit.
<https://earth.google.com/web/@34.68876746,-79.19835818,52.32965387a,1258.35535042d,60y,-0h,0t,0r>

Notes

- Failure to follow the directions or contacting anyone other than the listed contact may result in 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 SF-330 form.
- 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.
- Submit One (1) electronic copy via email in PDF format.



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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 Past performance on similar projects to proposed solicitation illustrating experience with building renovation on university campus sites.
- 4.2 Current workload and State projects awarded.
- 4.3 Proposed design approach for the project
- 4.4 Recent experience with project costs and schedule adherence (include projects most like this Project)
- 4.5 Construction administration capabilities
- 4.6 Proximity to and familiarity with the area where project is located.
- 4.7 Record of successfully completed projects without major legal or technical problems.
- 4.8 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 Letter 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 the detail as Tabs 1-5.**

Firms are requested to assure receipt of proposals at address listed below by **Noon on 08/22/2023**.

Submit Letters of Interest by above deadline to:

Kevin Witmore

Project Manager

UNC Pembroke

Facilities Planning, Design and Construction

1 University Drive

Pembroke, NC 28372

kevin.witmore@uncp.edu

All communications to the project contact via email only, Cc: Victor.Deese@uncp.edu Assistant Vice Chancellor for Facilities Management and douglas.hall@uncp.edu

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