

# The University of North Carolina Pembroke Business Administration Renovation Request for Qualifications



# 1

## Introduction

**The University of North Carolina at Pembroke is in the rare and desirable position to transform an entire region of North Carolina,** much as East Carolina has done in the eastern part of our state. With visionary legislation such as NC Promise as a tool for strategic growth, the foundation is in place to strategically and methodically change future generations in southeast North Carolina. The need and the equal potential for meaningful long-term economic and social impact exists.

# 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 D. Deese**

ASSISTANT Vice Chancellor for FACILITIES  
MANAGEMENT

### **Kevin Witmore**

Project Manager

Facilities Planning, Design and Construction

### **Douglas Hall, AIA, NCARB**

Interim Architect  
Health Science Center

### **Thank you for your interest in UNCP's**

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**
- **2022 Space Allocation Study** (published soon)
- **2022 James Thomas Hall** New School of Business opened Spring

# 2

## Intended Schedule

**Agenda**  
**05 minutes**  
9:10-9:15

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

**7/21/2023** RFQ Issued

**8/02/2023**-Pre-proposal virtual WebEx meeting hosted by UNCP at 9:00 a.m. (EST) Attendance is not mandatory, but highly encouraged.

**8/22/2022-Deadline Noon** for proposers to submit Letters of Interest to UNCP by 11:59 p.m. (EST)

**08/29/2022**-Notification Finalists

**9/19/2022**-Presentations



# 3

## 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.

# 3

## Scope

**Agenda**  
**05 minutes**  
9:15-9:20

**Focus** on Implementing a central location, both physical and web-based, can make processes more efficient for students but also more effective on the administration's end. Thus, combatting the student runaround by providing all involved the means to take care of institutional administrative tasks more efficiently and effectively.

**Centralize** Rather than having students visit financial aid to settle their aid, the registrar for their registration and records needs, and the bursar or cashier to pay their bills, a centralized place allows students to talk with a representative who is cross-trained to have expertise in all these areas.

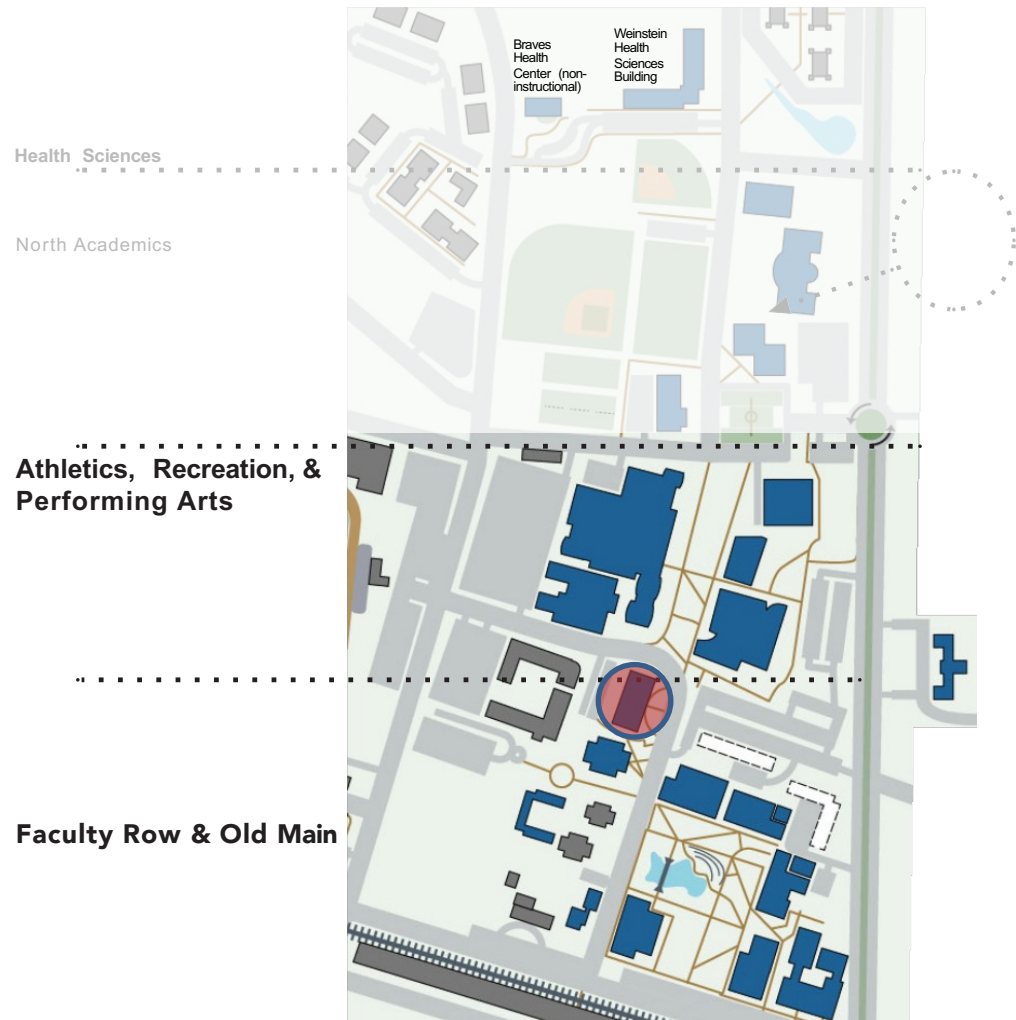
**Enhance** the overall experience for students and staff from registration to graduation. Our goal is to improve collaboration and boost morale amongst the staff while providing the perfect opportunity to showcase our university spirit.

# 3

## Scope

**Agenda**  
**05 minutes**  
9:20-9:25

The previous home of the school of business is centrally located at the juncture of Faculty Row, Old Main District, Athletics and Recreation along with Performing Arts.





# 4

## Budget

### ***Agenda***

**05 minutes**

9:20-9:25

**Total Project Budget \$12,500,000**

### **Designer General Task**

1. Pre-Design Services
2. Full design and construction Construction Administration and Closeout.

### **Delivery method:**

Design Bid Build

### **Owner Contracts**

Geotech/ SI/CMT  
Commissioning

# 5

## Specific Requirements

1. Responses shall be electronically submitted
2. No more than (20) pages at 8.5 x 11 or (15) spreads at 11 x 17, excluding SF-330 form.
  - FAQ: What counts in the page limits?  
If is has ink on the page, it counts toward your page limits
3. Submit One (1) copy send via email formatted PDF
4. Follow Prescribed Format as detailed. (Tabs 1-6)
5. 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.**

# 5

## 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 similar projects, 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 (please Include projects most similar)

4.6 Construction administration capabilities

4.7 Proximity to and familiarity with the area where project is located

# 5

## 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

# 6

## ***Agenda***

**25 minutes**

9:25-9:55

## **Your Questions**

Questions must be submitted via email.

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

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

# **Thank you for listening and interest in UNCP**