

The University of North Carolina Pembroke **Soccer Support Facility**

Request for Qualifications



1

Introduction

Pembroke, along with The University of North Carolina at Pembroke, has a significant historical association with the Lumbee People, setting it apart from other campuses. This Lumbee identity is a fundamental aspect of the university's sense of place.

Department of the Interior then formally added the Lumbee Tribe to the official list of federally recognized tribes on January 30, 2026

1

Introduction

Agenda

05 minutes

2:05-2:10

General- Please enable the mute function as part of the air traffic control component. Also, please use the chat feature for communication and provide your contact information (name, firm, phone number, and email).

David Locklear, PE CPC
Planning Design and Construction Director

Matt Greene
Project Manager
Facilities Planning, Design and Construction

Douglas Hall, AIA, NCARB
Interim University Architect

Thank you for your interest in UNCP's Soccer Support Facility

Design and construction administration services for an approximately 840-square-foot on the Soccer Field at Women's Soccer Locker Room intended to satisfy Title IX requirements, with capacity to serve up to thirty (30) student-athletes, including lockers and related support space.

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Intended Schedule

Agenda

05 minutes

2:10-2:15

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

4/06/2026- eVP Posted

4/14/2026-Pre-proposal virtual WebEx meeting hosted by UNCP at 10 a.m. (EST) Attendance is not mandatory, yet highly encouraged.

4/28/2026-Deadline Noon for proposers to submit Letters of Interest to UNCP

5/05/2026-Notify Finalist

5/26/2026-Interviews

9/17/2026 TBD-Recommendation to UNCP Board of Trustees for awarding contract.

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Scope

Agenda

05 minutes

2:15-2:20

The Design Team shall advance the design work developed during the prior CD phase, with additional funding now in place, so the project may proceed toward final design, bidding, and construction

Verifications that the project still complies with current:

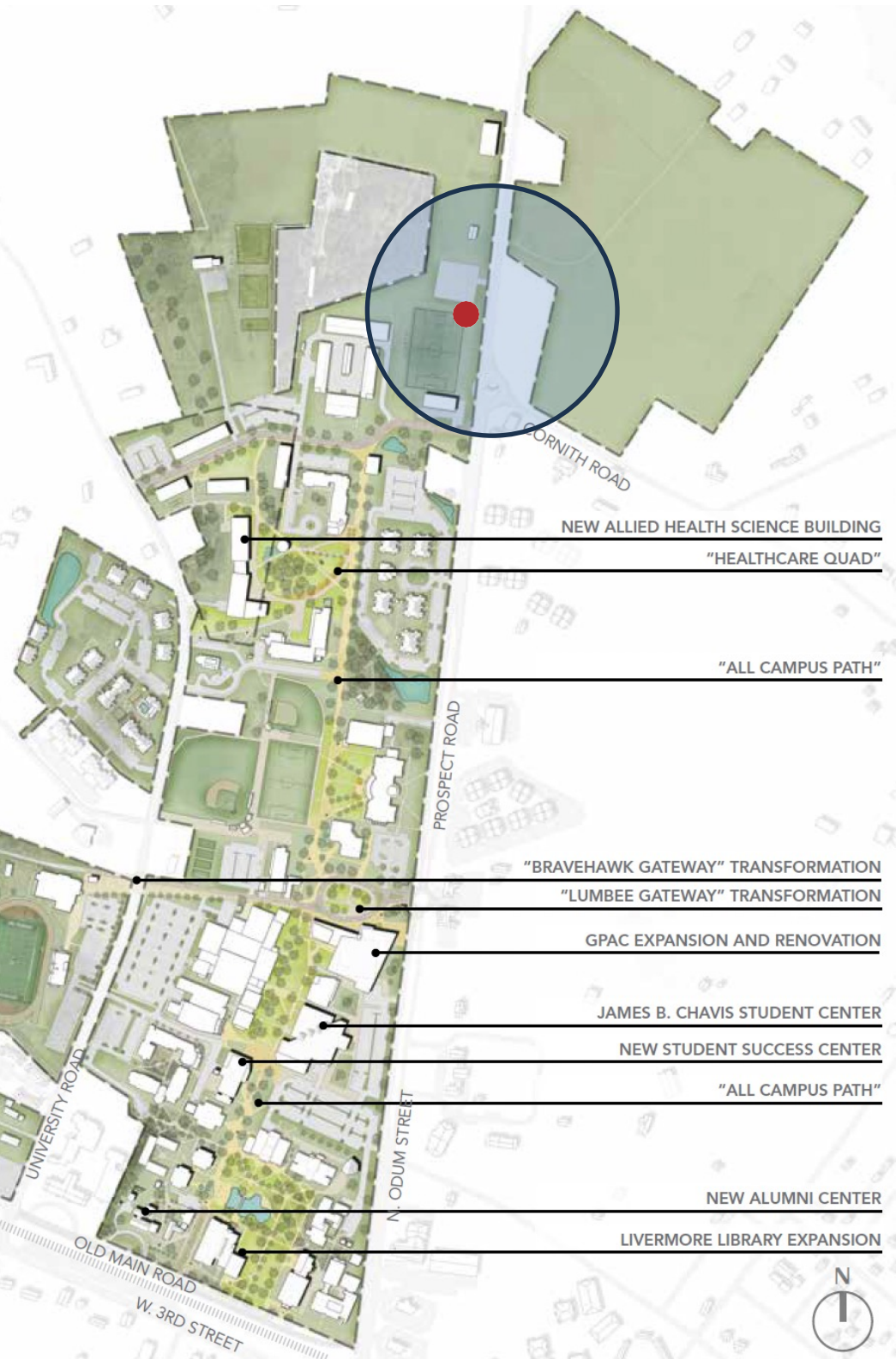
- Building code
- Accessibility requirements
- Life safety and egress
- Plumbing fixture counts
- Title IX functional expectations

Confirmations

- Site conditions
- Utility availability/capacity
- Topography and drainage

3

Scope



● Scope Areas

4

Budget

Agenda

05 minutes

2:25-2:30

Total Project Budget \$1,100,000

General Tasks

Provide professional services for the project per the terms of the latest edition of the document titled North Carolina State Construction Manual.

Delivery method:

Design-Bid-Build

Owner Contract

under \$4,000,000

5

Agenda

5 minutes

2:30-2:35

Specific Requirements

1. Responses shall be electronically submitted only
2. No more than (20) pages at 8.5 x 11 or (10) spreads at 11 x 17, 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) copy in PDF format via email
The one file will be shared with committee evaluation and 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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Agenda
05 minutes

Specific Requirements

Tab 1: Completed Information Sheet (Website Link)

Tab 2: Letter of Interest (Cover Letter)

Tab 3: Project Team Organization Chart

1. Adequate staff and proposed design or consultant team and their relevant project experience

Tab 4: Relevant Experience & Other Important Factors

1. Relevant, specialized expertise appropriate to the project type.
2. Demonstrated past performance for a **Soccer Support Facility** project, illustrating relevant experience.
3. Current workload and state projects awarded and completed of the Designer and consultants.
4. Proposed design approach for the project
5. Recent experience with project costs and schedule adherence (Include projects most similar (**Soccer Support Facility**)
6. Construction administration capabilities for project type

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Agenda
05 minutes

Specific Requirements

Tab 4: Relevant Experience & Other Important Factors (Continued)

7. Record of successfully completed projects without major legal or technical problems
8. Energy Conservation Experience with project type focused
9. A minimum of three references with current contact information.

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

10 minutes

2:35-2:45

Your Questions

All communications must be submitted via email.

Questions asked and answered as part of Preproposal meeting will be documented and

<https://www.uncp.edu/info-for/external-vendors.html>

We appreciate your attentive listening and your enthusiasm for UNCP!