



UNCP Chavis Air Handlers

REQUEST FOR QUALIFICATIONS

Project Scope

University of North Carolina at Pembroke invites qualified professionals to submit their qualifications to provide comprehensive design and construction administration services for the James P. Chavis, University Center air handlers replacement project. It is essential to ensure compatibility with the existing infrastructure that supports the new air handlers, as well as the specific applications the air handlers will serve, while adhering to local regulations. The design and construction phases must align with the academic calendar. Built in 1987, the building's original equipment serves a total of 67,155 gross square feet.

Total Budget \$1,249,009

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 01/28/2025 at 10AM via Webex:

<https://uncp.webex.com/uncp/j.php?MTID=m85428ac5a6fb68b346197e704b9f243b>

Join by the meeting number

Meeting number (access code): 2309 925 8434

Meeting password: bCmDccpb353

Tap to join from a mobile device (attendees only)

+1-904-900-2303,,23099258434##tel:%2B1-904-900-2303,,*01*23099258434%23%23*01*

United States Toll (Jacksonville)

+1-415-655-0001,,23099258434##tel:%2B1-415-655-0001,,*01*23099258434%23%23*01*

US Toll

Join by phone

+1-904-900-2303 United States Toll (Jacksonville)

+1-415-655-0001 US Toll

Global call-in numbers

<https://uncp.webex.com/uncp/globalcallin.php?MTID=mb86b0394ccc361b0c51c406cb1ebed9d>

Join from a video system or application

Dial [23099258434@uncp.webex.com](tel:23099258434@uncp.webex.com)<[sip:23099258434@uncp.webex.com](tel:23099258434@uncp.webex.com)>

You can also dial 173.243.2.68 and enter your meeting number.



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Intended Schedule (subject to change)

01/28/2025	Pre-Submittal Meeting (Virtual via Webex URL above)
02/04/2025	Questions-Responses
02/19/2025	Finalist Notified
03/11/2025	Interviews (Virtual)

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 UNC Pembroke campus and locate the building included in this project, visit.

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



UNCP School of Education Study

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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 projects 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/Green Globes 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 One (1) electronic copy via email in a PDF format to the Project Contact , matt.greene@uncp.edu and Cc: douglas.hall@uncp.edu. by the stated deadline.

Matt Greene

Project Manager

UNC Pembroke

Facilities Planning, Design and Construction

1 University Drive

Pembroke, NC 28372

All communications must be directed to matt.greene@uncp.edu via email, with a copy sent to douglas.hall@uncp.edu only.

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