



# Livermore & Jones Generator

## 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 to Mary Livermore Library, built in 1967 (51,685 square feet), and the Jones Health & Physical Education building, constructed in 1972 (125,531 square feet). Ensuring compatibility between existing infrastructure and new generators is essential. Compliance with codes and regulations is necessary while integrating the new generators and their specific applications. Furthermore, the design and construction phases must coincide with the academic calendar.

**Total Budget \$1,813,429**

**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 9AM** via Webex:

<https://uncp.webex.com/uncp/j.php?MTID=m9c1d89a3bb8af8b6c114740a63075d7d>

### Join by the meeting number.

Meeting number (access code): 2318 696 6554

Meeting password: mePxUYmy323

### Tap to join from a mobile device (attendees only)

+1-904-900-2303,,23186966554##[tel:%2B1-904-900-2303,,\\*01\\*23186966554%23%23\\*01\\*](tel:%2B1-904-900-2303,,*01*23186966554%23%23*01*)

United States Toll (Jacksonville)

+1-415-655-0001,,23186966554##[tel:%2B1-415-655-0001,,\\*01\\*23186966554%23%23\\*01\\*](tel:%2B1-415-655-0001,,*01*23186966554%23%23*01*)

US Toll

### Join by phone

[+1-904-900-2303](tel:+1-904-900-2303) United States Toll (Jacksonville)

[+1-415-655-0001](tel:+1-415-655-0001) US Toll

### Global call-in numbers

<https://uncp.webex.com/uncp/globalcallin.php?MTID=me4aeb10e4808bcf4690d7e03bb332de4>

### Join from a video system or application

Dial [23186966554@uncp.webex.com](tel:23186966554@uncp.webex.com)<[sip:23186966554@uncp.webex.com](tel:23186966554@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)

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



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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 , [kevin.witmore@uncp.edu](mailto:kevin.witmore@uncp.edu) and Cc:[douglas.hall@uncp.edu](mailto:douglas.hall@uncp.edu), by the stated deadline.

**Kevin Witmore**  
**Project Manager**  
UNC Pembroke  
Facilities Planning, Design and Construction  
1 University Drive  
Pembroke, NC 28372

**All communications must be directed to [kevin.witmore@uncp.edu](mailto:kevin.witmore@uncp.edu) via email, with a copy sent to [douglas.hall@uncp.edu](mailto:douglas.hall@uncp.edu) only.**

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