



# **The University of North Carolina Pembroke Chavis Air Handlers**

Request for Qualifications



# 1

## Introduction

University of North Carolina at Pembroke invites qualified professionals to provide comprehensive design and construction administration services for the James P. Chavis, University Center air handlers replacement project. 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.

# 1

## Introduction

### Agenda

**05 minutes**

10:05-10:10

**General-** Please provide the contact information (name, firm, email, and best contact number) to assist with any future inquiries you may have.

**Victor D. Deese, MCM, MPA, MOAS**

ASSISTANT Vice Chancellor for FACILITIES  
MANAGEMENT

**Matt Greene**

Project Manager

Facilities Planning, Design and Construction

**Douglas Hall, AIA NCARB**

Interim University Architect

**Thank you for your interest in UNCP**

# 2

## Intended Schedule

### Agenda

**05 minutes**

10:10-10:15

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

**01/21/2025**-eVP Posting

**01/28/2025**-Pre-proposal (Virtual)  
Webex Attendance is not mandatory but highly encouraged.

**02/11/2025-Deadline Noon**

**02/04/2025-Questions-Responses**

**02/19/2025**-Notify Finalist

**03/11/2025**-Interviews (Virtual)



# 3

## Scope

### Agenda

**05 minutes**

10:15-10:20

The full design and construction administration will be necessary for phases if required within the currently authorized budget. The designer will assist in identifying and prioritizing tasks to ensure compatibility with the existing infrastructure.

### Comprehensive Design Services

**Ensure** the new air handlers have the capacity to handle current and projected future demands.

- Integration with Existing Systems
- Air Quality and Filtration
- Vibration Control
- Access for Maintenance
- System Redundancy
- Timeline and Disruption

# 4

## Budget

### **Agenda**

**05 minutes**

10:25-10:30

**Total Project Budget    \$1,249,009**

### **Design Consideration**

- Equipment Selection
- Energy Efficiency Features
- Structural Modifications
- Building Automation System (BAS) Integration
- Temporary Systems for Uninterrupted.
- Long Lead Items
- Base bid
- Alternate Strategy

### **Delivery method:**

Design-Bid-Build

### **Owner Contracts** (as needed)

Surveys  
SI/CMT

# 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 planning studies

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 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 Resiliency Design 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*

**20 minutes**

10:35-10:55

## **Your Questions**

All communications must be submitted via email.

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

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

## **We appreciate your attentive listening and your enthusiasm for UNCP!**