

# The University of North Carolina Pembroke **Fire Alarm Control Panel Replacement Multiple Buildings**

## 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.

# 1

## Introduction

### Agenda

**05 minutes**

10:05-10:10

**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).

**Victor D. Deese,** MCM,MPA,MOAS  
AVC for Facilities Management

**Matt Greene**  
Project Manager  
Facilities Planning, Design and Construction

**Douglas Hall, AIA**  
Interim Architect

**Thank you for your interest in UNCP's Fire Alarm Control Panel Replacements**  
Protecting the UNC Pembroke community requires strengthening campus safety systems to support the well-being of students, faculty, and staff. These systems must be dependable, well-maintained, and compliant with applicable codes to ensure sustained performance, and they should be designed for a long service life to minimize replacement cycles and recurring costs.

# 2

## Intended Schedule

### Agenda

**05 minutes**

10:10-10:15

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

**1/27/2026-** eVP Posted

**2/3/2026-**Pre-proposal virtual WebEx meeting hosted by UNCP at 10 a.m. (EST) Attendance is not mandatory, yet highly encouraged.

**2/17/2026-Deadline Noon** for proposers to submit Letters of Interest to UNCP

**2/27/2026-**Notify Finalist

**3/24/2026-**Interviews

**4/10/2026** TBD-Recommendation to UNCP Board of Trustees for awarding contract.



# 3

## Scope

### Agenda

**05 minutes**

10:15-10:20

The Design Team selected will be retained through full design and construction services.

UNCP requires to have a solid replacement plan for a number of buildings. Design and implementation provides an excellent opportunity for UNCP to create or bolster our emergency communications and mass notification procedures.

**Existing systems** are comprised of both addressable and non-addressable systems. All systems have annunciators, duct detectors, heat detectors, smoke detectors, audible / visual devices, pull stations, remote power supplies and back up battery systems.

**All systems are to be replaced** with modern, addressable systems and all devices on the system are to be replaced. All devices are to be labeled

# Scope

Agenda

**05 minutes**

10:20-10:25

## South Campus Old Main & Faculty Row

The University is seeking designers to work on replacing fire control panels across multiple buildings.

- D.F. Lowry & Locklear
- Moore Hall
- Oxendine Science Building
- Pinchbeck Facilities-O&M (north campus)

# 3

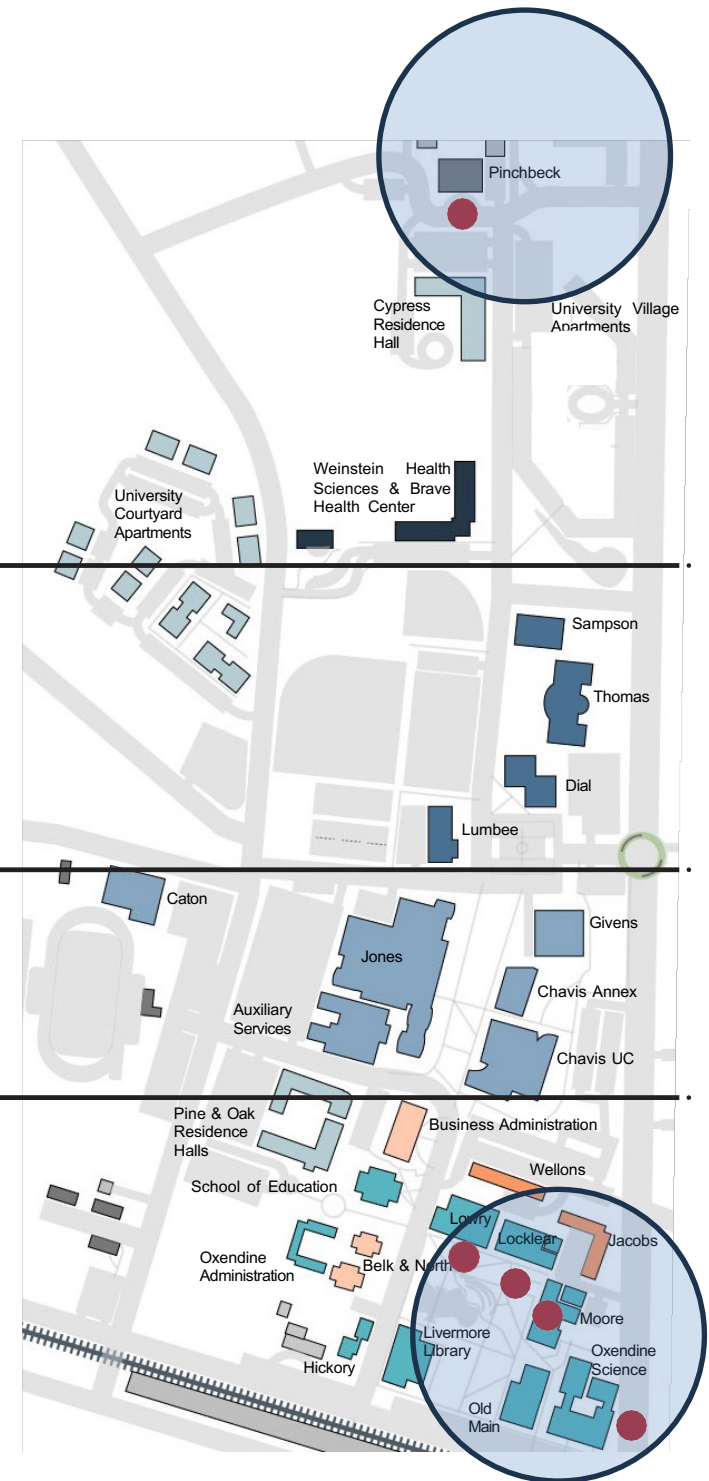
**Health Sciences**

**North Academics**

**Athletics, Recreation, & Performing Arts**

**Faculty Row & Old Main**

● **Scope Areas**



# 4

## Budget

### ***Agenda***

**05 minutes**

10:25-10:30

**Total Project Budget \$1,032,000**

### **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**

10:30-10:35

## **Specific Requirements**

1. Responses shall be electronically submitted only
2. No more than (20) pages at 8.5 x 11 or (10) spreads at 8.5 x 11, 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.**

# 5

**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 on Fire Alarm Control Panel replacement projects, 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 Fire Alarm Control Panel Replacements)
6. Construction administration capabilities for project type

# 5

**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**

10:35-10:45

## **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!**