



**The University of North Carolina Pembroke**  
Campus Water Main Infrastructure  
Replacement  
Request for Qualifications



# 1

## Introduction

**UNCP is embarking on a comprehensive modernization campus wide project and planning. The Campus Main Water Line Replacements involves systematically upgrades to aging lines to ensure reliable. The project is envisioned in phases to minimize disruptions to building occupants.**

# 1

## Introduction

### Agenda

#### 05 minutes

11:05-11:10

**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  
and our Campus Main Water Line  
Replacement Project**

# 2

## Intended Schedule

### Agenda

**05 minutes**

11:10-11:15

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

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

**2/3/2026-**Pre-proposal virtual meeting hosted by UNCP at 11 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

**3/17/2026-**Interviews

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



# 3

## Scope

### Agenda

05 minutes

11:15-11:20

The full design and construction administration will be required for a phase or phases within the current authorized budget. The designer will assist identification and prioritization of additional phases and may be retained for full design and construction of additional phases funded within 18 months at UNCP's option.

### Comprehensive Design Services

**Site Assessment:** Conduct a detailed survey of the existing water line infrastructure to identify outdated and deteriorating components requiring replacement.

**Design:** Develop detailed designs for a modern system, focusing on safety, durability, and compliance with current codes and standards.

**Phased Implementation Plan:** Plan temporary solutions to ensure uninterrupted service during the replacement.

# 4

## Budget

### **Agenda**

**05 minutes**

11:20-11:25

**Total Project Budget    \$600,000**

### **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**

**05 minutes**

11:25-11:30

## **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 it 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

## **Agenda**

**05 minutes**

11:30-11:35

## **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

## **Agenda**

**05 minutes**

11:35-11:40

## **Specific Requirements**

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

- 4.7 Record of successfully completed projects without major legal or technical problems
- 4.8 Energy Conservation Resiliency Design Experience
- 4.9 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**

11:40-11:50

## **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/info-for/external-vendors.html>

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