



**The University of North Carolina Pembroke**  
Demolition Wellons and Jacobs  
Request for Qualifications



# 1

## Introduction

**Disposition has been recommended for Jacobs Hall (1961; 24,026 GSF) and Wellons Hall (1965; 20,490 GSF) as both are former residence halls that have been unsuitable for dormitory use for more than ten years and have since been used primarily for storage and limited office functions. Each building is beyond its useful service life, is in deteriorated condition, and is consuming maintenance resources disproportionate to its value.**

# 1

## Introduction

### Agenda

**05 minutes**

9:05-9:10

**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**

AVC 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 this demolition project.**

# 2

## Intended Schedule

### Agenda

#### **05 minutes**

9:10-9:15

**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 9 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**

9:15-9:20

Obtain required permits and approvals (demolition, erosion control/stormwater as applicable, and utility disconnects), coordinate utility shutoffs with campus utilities and service providers, and support procurement by responding to bidder questions and issuing addenda as needed.

### Comprehensive Services

**Due Diligence:** Confirm the disposition approach and limits of disturbance (LOD), then document existing utilities and site constraints, including adjacent buildings, pedestrian routes, emergency access, and tree protection.

**Design:** Prepare demolition plans/specs covering utility disconnects, sequencing/safety, and any salvage, and develop site restoration documents for grading/drainage, utility modifications, pavement/sidewalk and ADA continuity, and landscaping restoration.

# 4

## Budget

### **Agenda**

**05 minutes**

9:20-9:25

**Total Project Budget    \$1,539,000**

### **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**

9:25-9:30

## 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 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

**Agenda**

**05 minutes**

9:30-9:35

## 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**

9:35-9:40

## 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**

9:40-9:50

## **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!**