



Jones Main Gym Floor Replacement

Project Scope

The University of North Carolina at Pembroke is seeking letters of interest from qualified professional service firms for a project that will begin with a programming phase to confirm scope, cost, funding, and ADA-compliance requirements for replacement of the existing athletic wood flooring system. Upon completion of programming and confirmation of funding, the project is anticipated to include full basic design services for removal of the existing floor, installation of a new wood athletic floor system with an interlocking airflow subfloor, and related work including bleacher removal and reinstallation, transitions, wall base, volleyball sleeve covers, court graphics, and associated improvements.

Total Project Budget \$750,000.00

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 2026-06-02 at 1:00 PM via Webex:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m6f9ba05c2397e9fadd08e33fdd38da0b>

More ways to join:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=ma47410684aa9997995fc5e1f896c31b7>

Join by meeting number

Meeting number (access code): 2308 182 1735

Meeting password: mcUQsPaU882

Tap to join from a mobile device (attendees only)

<tel:+1-904-900-2303>

tel:%2B1-904-900-2303,*01*23081821735%23%23*01* United States Toll (Jacksonville)

<tel:+1-415-655-0001>

tel:%2B1-415-655-0001,*01*23081821735%23%23*01* US Toll

Join by phone

<tel:+1-904-900-2303> United States Toll (Jacksonville)

<tel:+1-415-655-0001> US Toll

Global call-in numbers <https://uncp.webex.com/uncp/globalcallin.php?MTID=m19a60ac902a4c89fab6efbc9344a6dce>

Join from a video system or application

Dial [23081821735@uncp.webex.com](tel:23081821735@uncp.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.



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The intended Schedule (is subject to change)

06/16/2026	Request for Qualifications Due (by noon)
06/23/2026	Finalist Notified
07/14/2026	Interviews (Virtual)

Please go to the following website for further information regarding submission requirements

<https://www.uncp.edu/info-for/external-vendors.html>

To view a map of the UNC Pembroke campus and locate the building included in this project, visit.

<https://earth.google.com/web/@34.68876746,-79.19835818,52.32965387a,1258.35535042d,60y,-0h,0t,0r>

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



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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 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 as 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** All communications shall be submitted by email only to the Project Contact kevin.witmore@uncp.edu with David Locklear, David.Locklear@uncp.edu Director of Planning, Design & Construction, and Douglas Hall douglas.hall@uncp.edu copied on all correspondence.

Kevin Witmore Project Manager

UNC Pembroke
Facilities Planning, Design and Construction
1 University Drive
Pembroke, NC 28372

**All communications to the project contact via email only, and Cc: douglas.hall@uncp.edu
UNCSO Advertisement: <https://www.northcarolina.edu/apps/finance/vendors/opportunities.htm>**