



Central Shipping and Receiving Relocation

Project Scope

The University of North Carolina at Pembroke is soliciting letters of interest from qualified professionals to provide basic design and construction administration services for the Central Shipping and Receiving Relocation Project. The project entails the renovation/converting of approximately 3300 sqft of the existing bookstore storage area into the new Central Shipping and Receiving Area. The project consists of the demolition of interior walls and acoustical ceilings, removing and repurposing the use of one interior door and one powered/electrical exterior roll up door, repurposing electrical circuits for receptacles, overhead lighting, and the powered roll up door. Relocation/replacement of fire sprinkler piping and completing the ceiling, wall, and floor finishes. The campus bookstore is located inside the Auxiliary Building.

Total Project Budget \$513,542

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 June 9, 2026, at 2:00 PM via WebEx:

More ways to join:

Join from the meeting link

<https://uncp.webex.com/uncp/j.php?MTID=m15bbdaa8856df923682610d9eadfdab9>

Join by meeting number

Meeting number (access code): 2310 416 4232

Meeting password: AwffY9UUe23

Tap to join from a mobile device (attendees only)

[+1-904-900-2303,23104164232##](tel:+1-904-900-2303,23104164232##) United States Toll (Jacksonville)

[+1-415-655-0001,23104164232##](tel:+1-415-655-0001,23104164232##) US Toll

Join by phone

+1-904-900-2303 United States Toll (Jacksonville)

+1-415-655-0001 US Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 23104164232@uncp.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, [click here](#) and login site to view host information.

Need help? Go to <https://help.webex.com>



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Intended Schedule (subject to change)

06/09/2026	Pre-Submittal Meeting (virtual link above)
06/11/2026	Questions Due (by noon)
06/16/2026	Answers Posted
06/22/2026	Request for Qualifications Due by Noon
06/24/2026	Finalist Notified
07/07/2026	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 to project contact



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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 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 and Cc:david.locklear@uncp.edu, by the stated deadline. The intended Schedule is subject to change:

matthew.greene@uncp.edu

Matt Greene,

Project Contact

UNC Pembroke Facilities Planning Design & Construction

All communications to the project contact via email only, and Cc: [david.locklear](mailto:david.locklear@uncp.edu)

[@uncp.edu](mailto:david.locklear@uncp.edu) UNCSO Advertisement:

<https://www.northcarolina.edu/apps/finance/vendors/opportunities.htm>