



# Soccer Support Facility

## Project Scope

The University of North Carolina at Pembroke (UNCP) is seeking Letters of interest from qualified architectural and engineering firms to provide complete professional design and construction administration services for the construction of an Eight Hundred Forty square feet (840) Women's Soccer locker room to address Title IX requirements. This area will need to accommodate a maximum of thirty (30) students and lockers. The selected designer will be advancing the design from its current level of development. Preliminary design work has been completed under a prior phase, and with additional funding now obtained, the project is to move forward toward final design, bidding, and construction. The selected designer will be provided with the supporting documents and other available project background information prepared to date for incorporation, evaluation, and further development as part of the continued design process.

**Total Project Budget \$1,100,000.00**

**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 04/14/2026 at 2:00 PM** via Webex:

**Join from the meeting link**

<https://uncp.webex.com/uncp/j.php?MTID=m2bc88369fcab2b45b7b1c4fe014941cc>

**More ways to join:**

**Join from the meeting link**

<https://uncp.webex.com/uncp/j.php?MTID=m2bc88369fcab2b45b7b1c4fe014941cc>

**Join by meeting number**

Meeting number (access code): 2303 430 9145

Meeting password: ZPteWMCT435

**Tap to join from a mobile device (attendees only)**

[+1-904-900-2303..23034309145##](tel:+1904900230323034309145) United States Toll (Jacksonville)

[+1-415-655-0001..23034309145##](tel:+1415655000123034309145) 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 [23034309145@uncp.webex.com](tel:23034309145)

You can also dial 173.243.2.68 and enter your meeting number.

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



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## Intended Schedule:

<b>04/28/2026</b>	<b>Request for Qualifications Due</b> (by noon)
<b>05/05/2026</b>	<b>Finalist Notified</b>
<b>05/26/2026</b>	<b>Interviews</b> (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**, [matt.greene@uncp.edu](mailto:matt.greene@uncp.edu) and cc: [douglas.hall@uncp.edu](mailto:douglas.hall@uncp.edu) and [david.locklear@uncp.edu](mailto:david.locklear@uncp.edu) by the stated deadline. The intended Schedule is subject to change.

### **Matt Greene**

#### **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](mailto:douglas.hall@uncp.edu) and [david.locklear@uncp.edu](mailto:david.locklear@uncp.edu)

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