

# Open-End Agreement Letters of Interest

UNC Greensboro is accepting proposals for design, bidding, and construction administration services in support of university INFORMAL renovation and construction projects (i.e. less than \$500,000). The Open-End Agreements, (OEA), is an Annual Service Agreement and will be applied on an as-needed basis by the university. Details on the specific services required will be defined within a Statement of Work issued by FDC for each individual project effort.

The regulations, policies and procedures in the [State Construction Manual](#) apply to the construction, renovation or alteration of all physical properties owned by the State of North Carolina and shall apply to work executed under the terms and conditions of this OEA.

The OEA shall be an Annual Service Agreement awarded with base services and will include one (1) Option Period. The period of performance for base services shall be 365 calendar days from the date of contract award. The duration of the total period of performance shall not exceed two (2) calendar years.

**Base Period:** February 24, 2025 through February 24, 2026

**Optional Period 1:** February 24, 2026 through February 24, 2027

Duly qualified professionals may submit for the following disciplines:

1. Architectural;
2. Asbestos Abatement (Design and Testing Services);
3. Civil Engineering;
4. Construction Cost Estimating Services;
5. MEP Engineering Services;
6. Landscape Design;
7. Materials Testing/ Geotechnical Engineering;
8. Roofing Waterproofing and Building Envelope;
9. Structural Engineering;
10. Surveying and Utility Location Services;

At the University's sole discretion, UNC Greensboro intends to select between two (2) and five (5) Consultants or Designers for each discipline enumerated.

## Basis of Award

In considering Consultants or Designers for each discipline, the Selection Committee shall take into consideration the selection criteria, (1 ~ 9), as defined by 01 NCAC 30D .0303 SELECTING CRITERIA. All criteria are of equal weight and are in descending order of importance. Criteria Importance is more significant than Criteria Weight.

## Selection Criteria

- (1) Specialized or appropriate expertise in the type of project.
- (2) Past performance on similar projects.
- (3) Adequate staff and proposed design or consultant team for the project.
- (4) Current workload and State projects awarded.
- (5) Proposed design approach for the project including design team and consultants.
- (6) Recent experience with project costs and schedules.
- (7) Construction administration capabilities.
- (8) Proximity to and familiarity with the area where project is located.
- (9) Record of successfully completed projects without major legal or technical problems.

This will be a direct selection based upon the proposal and Letter of Interest and interviews will not be conducted. However, if it is determined that a proposal package needs further clarification, then discussions may be held with an Offeror to clarify their submission.

## Intended Schedule

**January 10, 2025 – Letters of Interest Due**

**January 31, 2025 – Committee Direct Selection Completed**

**February 21, 2025 – Awards and Contracting Completed**

Responses should be no more than **(30)** pages at 8.5 x 11 or **(15)** spreads at 11 x 17, excluding SF-330 form and blank pages. Submit one **(1)** electronic (PDF) copy of the response in the following format:

- **Tab 1: Completed [Information Sheet](https://fac.uncg.edu/wp-content/uploads/Information-Sheet.pdf)**  
Please include the **primary contact person's name and email address** which will be used by the University for all future communications.  
( <https://fac.uncg.edu/wp-content/uploads/Information-Sheet.pdf> )
- **Tab 2: Letter of Interest** (Cover Letter)
- **Tab 3: Relevant Project Experience**  
Up to five (5) relevant projects which demonstrate the expertise of the proposed staff and the firms' experience and qualifications in the selected discipline. Specifically address how the projects selected demonstrate the firms' abilities and experience to meet the Selection Criteria.
- **Tab 4: Current [SF 330](https://fac.uncg.edu/wp-content/uploads/03_SF-330.pdf).**  
([https://fac.uncg.edu/wp-content/uploads/03\\_SF-330.pdf](https://fac.uncg.edu/wp-content/uploads/03_SF-330.pdf))

## **Letters of Interest must be received by not later than 4:00 p.m. on January 10, 2025.**

- ✓ It is the submitted 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.
- ✓ The University may reject any or all proposals and may waive informalities or irregularities in proposals received.
- ✓ Consultants or Designers shall submit a separate Letter of Interest for each defined discipline if consideration is sought in more than one discipline.
- ✓ Failure to follow the directions in detail or contacting anyone other than the listed contact may result in a non-responsive proposal.
- ✓ The proposal will be reviewed for firms' qualifications. As a reminder, the SF-330 is an attachment to the proposal, not a substitution for the proposal.
- ✓ The University is not accepting Meet and Greets from firms until after the selection process is complete.

**Submit Letters of Interest by above deadline to: [fdc@uncg.edu](mailto:fdc@uncg.edu)**

**Please copy on the email submission and address the cover letter to the FDC Assistant Director:**

Delana Reinard, FDC Assistant Director, [dbreinar@uncg.edu](mailto:dbreinar@uncg.edu)  
UNCG Facilities Design and Construction  
Gray Home Management House  
105 Gray Drive  
Greensboro, NC 27412