

Tower Village Elevator Replacement

Letters of Interest

The University of North Carolina at Greensboro (UNCG) is seeking qualified design professionals for the full replacement of two hydraulic elevators in Tower Village, a residence hall on campus.

The existing elevators, originally installed in 1993, have reached the end of their operational lifespan and require replacement to ensure continued safety, reliability, and compliance with current building codes. This project will replace one six-stop hydraulic elevator and one seven-stop hydraulic elevator, along with necessary upgrades to related building systems. The scope of work includes securing a designer to assess the existing elevator system, determine requirements for new hydraulic elevators, and prepare detailed construction documents for contractor bidding. The project will involve the removal and disposal of the two existing elevator systems, with necessary patching and repair of affected structural elements.

The new elevator installation will include modern hydraulic systems with upgraded control panels, call stations, and emergency communication systems based on the new design. The project will also evaluate the existing ventilation and cooling systems serving the elevator mechanical rooms, with replacements or enhancements made as required to meet current standards. Fire and life safety compliance will be addressed through the assessment and replacement of fire-rated doors, smoke detectors, and heat detectors as needed. The existing electrical system will be evaluated, and electrical wiring, control panels, mechanical components, and emergency lighting will be replaced where required. The project will also include upgrades to ADA-compliant guide rails and cab interiors where necessary.

The project must be completed with the renovated elevators fully operational and ready for occupancy by August 1, 2026.

****Notes: This effort will be a comprehensive project including all aspects from Programming through full Design and Construction. The Project will be delivered under the Construction Management at Risk project delivery method.***

*****Failure to follow the directions or contacting anyone other than the listed contact may result in submission being classified as non-responsive.***

Intended Schedule:

March 14, 2025 – Letters of Interest Due

March 28, 2025 – Notify Shortlist Selections for Interview

Week of April 14, 2025 – Interviews

Please go to the following website <https://fac.uncg.edu/fm/facilities-planning/project-solicitations/> for further information regarding submission requirements.

To view a map of the UNC Greensboro campus and locate the structures included in this project, visit the [UNC Greensboro Interactive Campus Map \(https://go.uncg.edu/interactive_campus_map\)](https://go.uncg.edu/interactive_campus_map).

Responses should be no more than **(40)** pages at 8.5 x 11 or **(20)** 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)* (<https://fac.uncg.edu/wp-content/uploads/Information-Sheet.pdf>)

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 to the Tower Village Elevator Replacement project

4.3 Current workload and State projects awarded

4.4 Proposed design approach for the project

4.5 Recent experience with project costs and schedules (include projects most similar to the Tower Village Elevator Replacement project)

4.6 Construction administration capabilities

4.7 Proximity to and familiarity with the area where project is located

4.8 Record of successfully completed projects without major legal or technical problems

4.9 Energy Conservation/LEED Experience

Tab 5: Minority Business Participation Plan (include design and construction efforts to reach UNCG HUB goals)

Tab 6: 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)

* 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.

* **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.**

Letters of Interest due by 12:00 p.m. on March 14, 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.

Submit Letters of Interest by above deadline to: fdc@uncg.edu

Please copy on the email submission and address the cover letter to the Project Manager below:

Wendi Stogner, wstogner@uncg.edu
UNC Greensboro Facilities Design & Construction
Gray Home Management House
105 Gray Drive
Greensboro, NC 27412

For driving directions to Gray Home Management House and parking information, visit [Spartan Directions](https://fac.uncg.edu/wp-content/uploads/GrayHome_McIverDeck_Directions.pdf). (https://fac.uncg.edu/wp-content/uploads/GrayHome_McIverDeck_Directions.pdf)

UNC System Office Advertisement:
\$950,000 Total Project Cost

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

<https://fac.uncg.edu/fm/facilities-planning/project-solicitations/>