

UNCG Auditorium Structural Repairs

Letters of Interest

UNC Greensboro is seeking letters of interest from qualified professionals for the project entitled, UNCG Auditorium Structural Repairs. The scope of this project is to undertake structural repairs to the north and south raised-concrete slab entrances of the UNCG Auditorium Building based on an established design.

** 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 23, 2026– Letters of Interest Due

March 25, 2026 – Notify Shortlist Selections for Interview

April 1, 2026 – Virtual Shortlist 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 **(20)** pages at 8.5 x 11 or **(10)** 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 UNCG Auditorium Structural Repairs.

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 UNCG Auditorium Structural Repairs.

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

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 23, 2026.

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:

Kurt Melvin K_MELVIN@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)

UNC System Office Advertisement:

\$568,400 Total Project Cost

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

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