

# 525 Tate Street Renovation

## Letters of Interest

UNC Greensboro is seeking letters of interest from qualified professionals for the project entitled, '525 Tate Street Renovation'.

525 Tate Street was constructed in 1969 as a United States Postal Facility and acquired by UNC Greensboro in 1995 with minor renovations taking place in 1998, 2006, 2009 (fire alarm) and 2013. The facility was used to support postal, printing and graphics operations for the University, and now, as the main goal of the project, house academic program space.

The facility will serve the needs for three arts and science studio spaces, and will require modest architectural changes to layout and existing storefront, accessibility upgrades, along with mechanical, electrical, and plumbing modifications to accommodate the change of use.

A feasibility study was conducted in late 2023 for budgeting purposes and will be provided to firms shortlisted to interview. Design Services for this project will include an abbreviated program confirmation phase along with full design services through construction administration and closeout.

In order to meet academic program and calendar requirements, the project's targeted construction completion is June 2025

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

### Intended Schedule:

**June 27, 2024 – Letters of Interest Due**

**July 3, 2024– Notify Shortlist Selections for Interview**

**Interviews week of July 15th**

**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 [https://fac.uncg.edu/wp-content/uploads/GrayHome\\_McIverDeck\\_Directions.pdf](https://fac.uncg.edu/wp-content/uploads/GrayHome_McIverDeck_Directions.pdf).

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)\*** (<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 525 Tate Street Renovation

- 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 525 Tate Street Renovation)
- 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 3:00 p.m. on June 27, 2024**

**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](mailto: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](mailto: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](http://facdc.uncg.edu/how-to-find-us-2/).  
(<http://facdc.uncg.edu/how-to-find-us-2/>)

**UNC System Office Advertisement:**  
\$630,000.00 Total Project Cost

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

<https://facdc.uncg.edu/solicitations/>