Sullivan Teaching Greenhouse Repairs

Letters of Interest

UNC Greensboro is seeking letters of interest from qualified professionals for the Sullivan Teaching Greenhouse Repairs project. The scope of this project is to renovate the Sullivan Teaching Greenhouse. The Greenhouse has not been performing up to full functionality and no longer maintains temperature and humidity parameters for effective teaching use. A study was completed and identified basic problems and provided recommendations, which include a complete replacement of the HVAC system (2 AHUs, Fin Tube Radiators, Humidification System, Controls), as well as the Motorized Shade System and Intumescent Paint. Intended schedule:

Oct. 18, 2019 - Letters of intent are due

Oct. 21, 2019 - Shortlisted designers are notified

Week of Nov. 4, 2019 – Designer interviews

Nov. 22, 2019 - Board of Trustees approval of designer selection

Please go to the following website http://facdc.uncg.edu for further information regarding submission requirements.

To view a map of the UNC Greensboro campus and locate the buildings included in this project, visit http://www.uncg.edu/online-map/.

Responses should be no more than 30 sheets of paper (double sided), excluding SF-330 form. Submit one (1) electronic copy and one (1) hard copy of the response in the following format:

Tab 1: Completed Information Sheet* (http://facdc.uncg.edu/wp-content/uploads/2013/01/InfoSheet.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 Sullivan Teaching Greenhouse 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 Sullivan Teaching Greenhouse 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
4.9 Energy Conservation/LEED Experience

Tab 5: Minority Business Participation Plan (include design and construction efforts)


* 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.

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

* The Proposal (Tabs 1-5 above) will be reviewed for firms’ qualifications. 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 same detail as Tabs 1-5.

**Letters of Interest due by 4:00 p.m. on October 18, 2019**

Submit Letters of Interest to:

Bill Chatfield, PE
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://parking.uncg.edu/access/access.html?id=Gray Home Management House (HMH)](https://parking.uncg.edu/access/access.html?id=Gray Home Management House (HMH)))

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