

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

STATE OF NORTH CAROLINA
University of North
Carolina School of the
Arts

REQUEST FOR QUALIFICATIONS

Elevator Replacement Film Building 2

Design Services

Response Deadline:
2 PM EST, Tuesday, February 10, 2026

Direct all inquiries concerning this RFQ to:

Alexis Bauman
Project Manager
baumana@uncsa.edu

Request for Proposals
UNCSA Elevator Replacement Film Building 2

UNCSA requests a proposal for design services for the replacement of exterior elevator at Film Building 2 on the campus of UNCSA -1533 South Main Street Winston-Salem.

The purpose of this service is to for a firm to perform the design including but not limited to evaluation of present code violations and remedy with new passenger/freight elevator that meets departmental requirements.

Schematic Design and Design Development is to be presented to the owner. The SD and DD documents are to include plans, exterior and interior elevations drawn to scale, and any other documents required to convey the intent of the design. There is to be a cost estimate provided at the completion of the SD and DD phase of design.

The Construction Document phase shall include documents that will be submitted to the NC State Construction Office (SCO) as required for code compliance and life safety. Construction plans shall include architectural, structural, mechanical, electrical, and plumbing documents that will illustrate the demolition and renovation of the building. Civil drawings shall be for the required parking, loading and unloading required for the building. There is to be a cost estimate provided at the completion of the CD phase of design. A project manual shall be prepared to include front-end documents that will be made available to the designer by UNCSA. Assistance to the Owner with bidding and negotiations shall be provided by the designer. Conducting a Pre-Construction Conference and monthly progress meetings shall be provided as a part of the services. Review of Pay Applications and if required the generation of Change Orders shall be provided. It shall be the responsibility of the designer to prepare and present to UNCSA the Close-Out documents as per the SCO Manual.

Response Format

Responses shall be submitted on a travel drive and should be no more than (30) pages at 8.5 x 11, excluding the required SF-330 form. Responses must consist of the following information Submissions can be submitted via mailed thumb drive or paper format. Email responses will not be considered.

Tab 1: Information Sheet – This sheet will list the design team's primary contact and the location of the firm's office and all contact information; phone/email/etc.

Tab 2: Letter of Interest (Cover Letter)

Tab 3: Project Team Organization & Relevant Experience

3.1 Adequate staff and proposed design or consultant team and their relevant project experience

- 3.2 Specialized or appropriate expertise and past performance on similar projects, illustrating specific experience with complex renovations
- 3.3 Demonstration of project costs and schedule adherence on similar project submitted for item 3.2
- 3.4 Current workload and State projects awarded
- 3.5 Proposed design approach for the project
- 3.7 Construction administration capabilities
- 3.8 Proximity to and familiarity with the area where project is located
- 3.9 Record of successfully completed projects without major legal or technical problems

Tab 4: Minority Business Participation Plan (include design and construction efforts to reach or exceed UNCSA and UNC System HUB goals)

Tab 5: Current SF-330

** 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 will be reviewed for firms' qualifications as Letter of Interest. As a reminder, the SF-330 is an attachment to the proposal and is viewed as such. It is not a supplement or replacement for the proposal itself but will also be reviewed in detail.*

Submission Process and Timeline

Upon review of the RFQ, respondents may have questions to request clarifications to prepare a qualified response. All questions must be submitted via email to Alexis Bauman baumana@uncsa.edu by 2:00 PM EST on **Thursday, January 29, 2026**. All questions and responses, as well as any additional items deemed necessary by the University, will be posted in the form of an addendum to the RFQ through the UNCSA Facilities and Interactive Purchasing System (IPS) websites as soon as possible. No information, instruction, or advice provided orally or informally by any University personnel or its advisors, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding for the purposes of this procurement.

Responses to this RFQ are due no later than 2:00 PM EST on Tuesday February 10, 2026. Submit one travel drive or one paper submission to Facilities Management C/O Alexis Bauman 303 Waughtown Street Winston-Salem, NC 27127.

Responses must be prepared in conformance with the guidelines described under "Response Format." Submittals must be received by the deadline. Proposals received after the deadline will not be considered. Emailed RFQ's will not be considered.

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the University agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

UNCSA plans to notify shortlisted firms on February 16, 2026. Shortlisted firms will be given the opportunity to interview with the University on Wednesday February 18th. Exact time and interview logistics to be determined prior to shortlist notification.

Conditions and Reservations

UNCSA expects to select one firm but reserves the right to request substitutions of consultants. UNCSA reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the UNCSA in its sole and exclusive discretion. The UNCSA reserves the right to waive technicalities and informalities. UNCSA reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit UNCSA to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of UNCSA unless UNCSA and your firm execute a contract.

DISCLAIMERS

This RFQ constitutes only an invitation to present qualifications. The rights reserved by UNC School of the Arts shall be exercised in its sole and absolute discretion, include without limitation the right to:

- Require additional information from one or more Respondents to supplement or clarify the qualifications submitted including, but not limited to, conducting interviews with Respondents if the University, at its sole discretion, deems such interviews to be helpful.
- Conduct investigations with respect to the qualifications and experience of each Respondent.
- Eliminate any Respondent that submits an incomplete or inadequate RFQ response or fails to satisfy the requirements of this RFQ.
- Supplement, amend, or otherwise modify this RFQ, prior to the submission deadline.
- Issue one or more amendments to this RFQ extending the submission deadline.

- Receive questions concerning this RFQ from Respondents and provide such questions, and the University's responses, via the Interactive Purchasing System.
- Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the University.
- Take any action affecting the RFQ process, or the Project that would be in the best interest of the University.
- Make public documents associated with the Project, including documents submitted to the University by Respondents.

Contact: Alexis Bauman
Project Manager – Design and Construction
743.999.1685
baumana@uncsa.edu
303 Waughtown Street
Winston-Salem, NC 27127