

# University of Northern Iowa REQUEST FOR QUALIFICATIONS Indefinite Services- General Architectural Design

February 27, 2026

The University of Northern Iowa (UNI) is seeking qualification statements from design firms to provide **Indefinite Scope of Professional Services – General Architectural Design**.

This solicitation will be applicable for capital projects on UNI's main campus in Cedar Falls, Iowa and is expected to be used for a period of no more than five (5) years beginning upon completion of the consultant selection process.

The university intends to select a minimum of two (2) and a maximum of six (6) firms from the responses received. Delivery of professional services will be on an as-needed basis with no guarantee of work and no guarantee of equal distribution of work associated with this solicitation.

Total costs for individual projects assigned to selected firms will not exceed \$5M (five million). Projects in excess of this amount will go through their own separate consultant selection process.

The Owner reserves the right, if deemed in their best interest, to select other architectural design professionals outside of this Indefinite Services selection on any project less than \$1M (one million) or through a separate project specific RFQ for any project under \$5M (five million).

This solicitation is open to all firms able to conduct business in the State of Iowa.

## **Scope of Services**

The university anticipates general architectural capital improvement projects, of various sizes and complexity will be advanced each fiscal year. This work will be packaged into capital projects by the Institution and assigned to selected firms.

## Types of Projects

Planning, design, and construction related project scope under this solicitation may include, but is not limited to, the following:

1. Interior renovations such as public spaces, restrooms, offices, classrooms, learning spaces, etc.
2. Building services such as access control, elevators, etc.
3. Building types include, general academic space, athletic training and practice space, housing, cafeteria, dining areas, food services and other similar general architectural projects.

## Services to be Provided

Anticipated consultant services to be provided under this solicitation include, but are not limited to pre-design services, schematic design, design development, construction documents, bidding services, construction phase services and preparation of record documents for an individual project.

#### Additional Information

1. Projects are intended to utilize design-bid-build and Construction Manager at Risk (CMaR) delivery.
2. This solicitation is intended to identify prime consultants for individual projects. The Institution will work with firms to identify any subconsultant(s) required for each specific capital improvement project. Subconsultant(s) work shall be the responsibility of the design professional.
3. The selected firms will be contracted for each capital project separately using the University of Northern Iowa's Form of Agreement Between Owner and Design Professional ([uni standard agreement between owner and design professional - july 2020.pdf](#)).
4. Firms should not contact any UNI personnel regarding this Request for Qualifications. Any questions shall be directed via email to the contact indicated below.

#### Selection Process

Based on the university's evaluation of all Statements of Qualifications submitted, a select number of Respondents will be invited to interview. A tentative consultant selection schedule is as follows:

RFQ Submittal Due Date	Friday February 27, 2026
RFQ Responses due Complete	Friday March 27, 2026
Respondent Short List Notification	by Monday April 6, 2026
Interviews	April 16-17, 2026

The consultant selection process may include on-campus interviews.

#### Statement of Qualifications

Firms interested in providing professional services are asked to include the following in their Statement of Qualifications:

1. Cover letter outlining specific experience in the project types described above.
2. Respondent's primary point of contact information, including direct phone number and email.
3. Respondent's project experience in the following building-types should be highlighted where applicable:
  - a. General Higher Education
  - b. Academic Interiors
  - c. Athletic and Rec Facilities
  - d. Housing / Dining Facilities

Identified projects should include team members and their specific role, project summary, project cost and client reference and contact information.

4. Resumes of key team members showing qualifications related to general architectural type projects.

#### Submittal Requirements

1. A single PDF file shall be submitted via email and shall be labeled "**Indefinite Services: General Architectural Design – firm name**".
2. Statement of Qualifications shall be a maximum of 24 pages (12 sheets double-sided) including the title page and cover letter.

3. Failure to comply with the criteria set forth may result in rejection of a submittal and any further consideration of the submitting firm. Firms from whom additional information / clarification is requested will be contacted.
4. Responses are due via email no later than 3:00 p.m. on Friday March 27, 2026 to:

UNIVERSITY OF NORTHERN IOWA  
Jose Luis San Miguel, AIA  
Senior University Architect  
[jose Luis.sanmiguel@uni.edu](mailto:jose Luis.sanmiguel@uni.edu)

All costs associated with the development and submission of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.

- End of Document -