

UNIVERSITY OF NORTHERN IOWA
REQUEST FOR QUALIFICATIONS
CAMPUS PARKING STUDY
Campus Masterplanning Services

September 12, 2025

The University of Northern Iowa (UNI) is seeking qualification statements from design firms to provide planning services associated with a parking study on the UNI's Central Campus in Cedar Falls, IA.

Responses are due no later than 4:00 pm on October 17, 2025.

Background

Since the University of Northern Iowa's inception in 1876 the campus has grown to approximately 820 acres supporting an enrollment of over 9,200 students. Associated with the expansion of campus, and the construction of a number of significant projects, the university has built an extensive parking program consisting of a multi-level garage and over 80 surface lots with approximately 9,000 total permitted spaces.

The University has recently announced plans to move forward with Panther District, a new mixed-use development on Central Campus at the intersection of Hudson Road and West 27th Street. While Panther District will continue to advance the growth of UNI as a viable and vibrant campus, it will displace approximately 850 parking spaces directly supporting the Housing & Dining and Athletics departments including nearby gameday venues.

Through previous in-house assessments of the parking lot inventory and utilization, UNI believes there are sufficient spaces available on campus to compensate for the displaced Panther District lots, however UNI is looking to engage a consultant to assist in developing a parking plan focused on a strategy to redistribute the spaces in question as well as providing for foreseeable future needs across campus.

Study Scope

It is anticipated the study will focus on the following objectives:

- Assessment of existing conditions including current parking inventory and utilization based on data provided by UNI.
- Review previous studies related to parking modifications and future projects to assess parking lot needs.
- Assess existing parking permitting categories.
- Assess event parking needs and other peak demand situations.
- Analyze demand and develop options/scenarios for redistribution of parking associated with the development of Panther District and other long-term campus needs.
- Based on the preferred parking option/scenario, develop a detailed phased implementation plan with cost opinion.

Available Information

The university has assembled a comprehensive parking lot inventory including permit type, physical condition and utilization as well as previous studies and site plans. This information will be provided to the selected consultant team before the scope of services is finalized.

Scope of Services

Based on available parking information, the university anticipates consultant services will focus on a two-phase effort as follows:

Phase 1: Programming and Conceptual Planning

During this initial authorization, anticipated services will include:

- Assess the current parking program, including whether it is distributed appropriately across campus.
- Lead programming efforts to maximize user participation to identify short and long term parking priorities and goals.
- Resolve conflicting interests and assist the university in prioritizing needs.
- Forecast future parking demand at 5 and 10-year intervals
- Develop plans for renovation, new construction or decommissioning of parking lots
- Collect additional parking information needed for the Phase I scope of services not provided by the university.

Anticipated Deliverables this Phase

- *Assessment of current parking program*
- *Assessment of parking needs based on loss of inventory associated with Panther District.*
- *Program statement of other anticipated future parking program needs including Athletics and Housing & Dining.*
- *Development of site plan options/scenarios based on projected parking needs.*
- *Summary of preferred parking plan option.*

Phase 2: Implementation Plan

Based on the Phase I findings, consultants will develop a detailed implementation plan and schedule.

Anticipated Deliverables this Phase

- *Develop a detailed phased development plan that will focus on a phased implementation schedule.*
- *Opinion of probable cost associated with implementation plan options.*
- *Provide final written report and presentation.*

Selection Process and Schedule

A selection committee consisting of various campus stakeholders will evaluate responses to identify finalist firms for follow up online interviews. UNI anticipates selecting a single firm to complete the proposed scope of services.

This solicitation is open to all qualified firms eligible to do business in the State of Iowa.

Preliminary Selection Schedule

- | | |
|--|--------------------------|
| • RFQ Issued | September 12, 2025 |
| • Deadline for Written Questions to UNI | October 3, 2025 |
| • Response to Questions (posted on website) | October 10, 2025 |
| • RFQ Submission due | October 17, 2025 4:00PM |
| • Interview Finalists Selected (no later than) | October 24, 2025 |
| • Online Interviews for Selected Firms | Week of November 3, 2025 |

The selected firm is expected to be available to begin work immediately upon final selection.

Submission Requirements

Responses should contain the following information:

1. Cover Letter

Indicating why your firm is best qualified to assist with this project. The letter should include the Principal in Charge's name and Project Manager.

2. Proposed Project Team Members

Include resumes of project leads, and identification of point of contact. (Please identify any Iowa-based team members.)

3. Relevant Experience

Identify relevant firm and individual experience completed in the last 10 years in the following areas:

- General experience with the academic site master planning.
- General experience with parking master planning.
- Specific experience with parking master planning on academic campuses.

Inclusion of design sub-consultant firms is not required as part of this initial solicitation. The selected prime consultant will be asked to propose any needed specialized consulting firms such as landscape, civil, structural, etc. for UNI's consideration after initial selection and prior to finalizing the contract.

Please limit your electronic submission to no more than twenty (20) pages total in PDF format and submit to the project contact:

Jose Luis San Miguel, AIA
Senior University Architect
joseluis.sanmiguel@uni.edu

Questions should be submitted via email only to the project contact indicated above by October 3, 2025. Any additional information regarding this RFQ will be posted on the UNI Facilities Management website. Firms are requested to not contact UNI project stakeholders regarding this Request for Qualifications and the associated consultant selection process.

- End of Request for Qualifications