June 8, 2018

University of Northern Iowa
Cedar Falls, Iowa

Request for Qualifications: Admissions Center

The University of Northern Iowa (UNI) is seeking proposals from architectural firms to provide design services for a new Admissions Center to be located at 2601 Campus Street on the UNI central campus. The proposed center will:

- Provide an introduction to the University of Northern Iowa for prospective students and campus visitors.
- Provide a starting place and a waiting area for campus tours.
- Create meeting spaces (offices and a conference room) for prospective students and admissions counselors.

Due to the high visibility and importance of the new Admissions Center, the selected firm will be expected to provide a high level of creativity, design expertise and the ability to create dynamic memorable visitor experiences. This will include the exterior hardscape / landscape adjacent to the building needed for the program and new entry.

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

Proposed Location
The center will be located in a two-storey brick structure (with a basement) built in 1931 that originally housed campus maintenance shops. The building has been renovated numerous times, most recently in 2003, for use as academic and facilities space. Total renovation area is approximately 16,000 GSF.

The main project area is a double-height, industrial loft-type space which should facilitate providing a unique, memorable visitor experience.

The basement is occupied by Building Services staff and will remain so through the duration of the project. The rest of the building is currently vacant.

The anticipated Admissions Center program includes the following:

- 40-seat video presentation space with tiered seating.
- General code and ADA upgrades including a new passenger elevator. (No elevator currently in building).
- A new entry and other minor exterior renovations.
- Office space, work area, and conference room for Admissions staff.
- New basement entry for Building Services.

Scope of Services
The selected firm will be able to provide full design services through construction documents, construction and project close-out. However, the initial engagement will be for programming and a Schematic Design study to vet the program, schedule, and project budget. Services anticipated for the initial study are outlined below.
Project Start-Up
- Review existing documentation (to be provided by UNI) including facility condition assessments, floor plans, etc.
- Review and assess existing conditions in terms of meeting programmatic and space needs.

Programming/Design
- Lead a process to define institutional program priorities and desired-outcomes.
- Provide design options for implementation of desired program.

Final Report
- Develop a report summarizing findings and recommendations based on analysis and implementation of desired-outcomes and preferred option(s).
- Include estimate of construction costs for preferred option(s).

Selection Process and Schedule
The university will select a firm to complete the proposed scope of services by way of the following evaluation process:
1. A brief statement of qualifications from design firms (prime consultant) - identification of consultant teams is not required.
2. The selection process will culminate with in-person interviews of selected firms on the University of Northern Iowa campus. (UNI anticipates interviewing no more than four selected firms).

Preliminary Selection Schedule
RFQ Issued June 8, 2018
On-site tour (non-mandatory) Wednesday June 20, 2018 9:30 AM at site
Deadline for Written Questions Monday, June 25 2018
Response to Questions Friday, June 29, 2018
RFQ Responses due Friday, July 13, 2018
Interviews for Selected Firms Week of July 23

As indicated above, UNI will conduct a single tour of the project site for interested firms. Attendance is not mandatory for RFQ respondents. The selected firm is expected to be available to begin work immediately upon selection with services associated with the initial Schematic Design report completing no later than October 2018.

Submission Requirements
Responses should contain the following information:
- Cover letter, including why your firm is best qualified to assist with this effort.
- Proposed team members, with resumes of project leads, and identification of point of contact. Please identify Iowa-licensed team members. Inclusion of additional design consultants is not required; the selected firm will be asked to submit specialized consulting firms such as landscape, AV, MEP etc. for UNI review.
- Proposal responses will be evaluated based on relevant work in the last 10 years in the following areas:
  1. Experience of the proposed team in visitors centers, museums etc. having similar presentation spaces.
  2. Interior design experience incorporating institutional branding.
  3. Renovation experience with small, historic masonry structures.
  4. Experience with visitor-focused spaces.
  5. Code and ADA upgrades- in particular adding an elevator to an older structure.
Please limit your submission to twenty (20) pages or less. Electronic submissions in PDF format are due by 3:00 pm on July 13, 2018 to:

Jose Luis San Miguel, AIA
University of Northern Iowa
University Architect
joseluis.sanmiguel@uni.edu

Questions should be submitted via email to the person indicated above. **The deadline for RFQ questions is 5:00 pm on June 25, 2018.** Written answers to any questions will be posted on the UNI Facilities Management website no later than Friday, June 29, 2018.

Attachments:
1. Floor plans with renovation area highlighted.

- End of Document –
2601 Campus Street
Existing Basement
Area of Remodel
Scale 1" = 1'-0"