June 18, 2018

University of Northern Iowa
Department of Residence Facilities Master Plan
Cedar Falls, Iowa

Request for Qualifications: UNI Department of Residence Facilities Master Plan

The University of Northern Iowa (UNI) is seeking architectural firms to provide housing masterplanning services for the Department of Residence (DOR). Consistent with its mission of promoting student success, DOR is conducting a review of its housing program, and associated dining, to determine:

- the right mix of housing facility type
- the optimal bed capacity
- the optimal location for housing facilities on campus
- impact on dining operations

This solicitation for qualifications is open to all qualified firms eligible to do business in the State of Iowa. Minority and women-owned firms and enterprises are encouraged to participate in this solicitation process. The selected firm is expected to start services no later than September 2018 and complete services within six months of start date.

Department of Residence
With over 1.3 million square feet or approximately one-third of UNI’s institutional space, DOR provides on-campus housing to approximately 3,700 students. The majority of UNI graduates experience at least one year of on-campus housing on their way to completing their degree requirements.

DOR operates eleven facilities on the UNI central campus with a total capacity of 4,351 beds including:

- seven traditional residence halls
- one recently modernized suite-style hall
- two apartment-style residence halls
- a traditional apartment complex

A list of residence halls is attached for reference.

In addition, DOR operates two dining centers located on the north (Rialto) and south (Piazza) sides of campus as well as nine retail venues throughout campus. A central catering kitchen is located in Commons.

Residence Master Plan
In evaluating its current residence program, the Department of Residence has identified a need for a comprehensive Residence Facilities Master Plan. There are five current initiatives in various stages of development:
1. FY 2015 - FY 2019: Modernize Lawther Hall, renovate Jennings Apartments, and decommission Hillside Apartments. This stage is almost complete with a modernized Lawther Hall reopened in FY18, renovation of Jennings Apartments currently underway, and Hillside Apartments to be razed in FY19.

2. FY 2018 - FY 2027: Upgrade bathrooms and resident rooms in Noehren, Hagemann, Rider, and Shull Halls located on central campus. This stage is currently underway with phase I of Noehren Hall renovations taking place in FY19.

3. FY 2019 - FY 2028: Renovate or replace Campbell, Bender, and Dancer Halls located on north campus.

4. FY 2019 - FY 2023: Consolidate existing catering spaces and right-size the number of retail venues needed to best serve the campus community. This stage serves to identify an exit plan for a catering kitchen and retail venue located in Commons, and update a 2014 Retail Dining Study.

5. FY 2029 - FY 2033: Determine the future fate of Roth and Jennings Apartments located on south campus, including whether Roth and Jennings Apartments should be replaced with the next phase of Panther Village located on central campus.

**Residence Master Plan Priorities and Outcomes**

In anticipation of developing a comprehensive housing Master Plan, DOR has identified a number of operational priorities and desired-outcomes.

1. A strategy for identifying and implementing specific housing needs for freshmen/first-year students, sophomores/second-year students, and new/incoming transfer students. Additionally, the study should include:
   a. Facilities strategies to improve the first year experience.
   b. Facilities strategies to improve second-year retention.

2. Within the context of the overall housing inventory and occupancy goals, determine whether to renovate, remove, or replace facilities. Primary criteria include:
   a. Identify residence facilities have exceeded their functional or physical life.
   c. If renovated, in what ways and at what cost.
   d. If replaced, with what, where, and at what cost.
   e. Propose pricing options to serve various student needs.
   f. Whether renovated or replaced, how can these facilities best develop a sense of community that supports students’ needs and institutional mission.
   g. Impact on dining centers.

3. Identify options to improve the efficiency and operations of catering spaces and the best location for catering operations.

4. Advise on the right number of retail venues and locations needed to best serve the campus community.

5. Vet options leading to a strategic plan and schedule for updating the UNI housing inventory while meeting performance metrics (outlined above); and update the 2014 Retail Dining Study to reflect the proposed Residence Master Plan.
Scope of Services
Project Initiation
- Review the University Strategic and Campus Master Plans.
- Tour existing campus housing.
- Review and clarify housing program priorities.

Data Collection & Analysis
- Review existing housing documentation (to be provided by UNI) including facility condition assessments, floor plans, enrollment projections, historic capacity, occupancy rates, retention data etc.
- Provide an analysis of the current housing situation. Identify the strengths, weaknesses, opportunities and threats of the University's current housing program with regard to strategic goals.
- Review and assess existing student housing facilities in terms of meeting programmatic and space needs.
- Provide student survey/focus group input, a local market analysis, and a peer institution comparison.

Final Report
- Develop a master plan report summarizing findings and recommendations
- Develop a 10-year student housing phasing plan.
- Development of a physical master plan

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. Shortlisted firms will be asked to submit more detailed proposals addressing specific DOR issues and concerns.
3. The selection process will culminate with in-person interviews on the University of Northern Iowa campus.

Preliminary Selection Schedule
RFQ Issued
Deadline for Written Questions
UNI Clarifications/Responses
RFQ Responses due
RFP Respondents Selected
RFP Issued to Selected Firms
Deadline for Written Questions
UNI Clarifications/Responses
RFP Responses due
Interviews for Selected Firms
Monday, June 18, 2018
Monday, June 25 2018
Friday, June 29, 2018
Monday, July 9, 2018
Week of July 16, 2018
Monday July 23, 2018
Monday, July 30, 2018
Monday, August 6, 2018
Wednesday, August 15, 2018
Friday August 24, 2018
Submission Requirements
Responses should contain the following:

- Cover letter, including why your firm is best qualified to assist with this planning effort
- Proposed team members, with resumes of project leads, and identification of point of contact
- Relevant housing planning work in the last 10 years in the following areas:
  1. Experience of the proposed team in developing campus housing master plans based on comprehensive analysis and vetting of options.
  2. Experience of the proposed team with the planning, programming and design of completed higher education residence halls.
  3. Experience managing multi-firm consultant teams on housing and dining planning projects. Note: The selected firm will be asked to submit specialized consulting firms, such as dining and/or MEP, for UNI approval.

Please limit your submission to twenty pages or less. Electronic submissions in PDF format are due by the day indicated above to:

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

Questions should be submitted in writing to the person indicated above. The deadline for RFQ questions is 5:00 pm on the day noted above.

Attachments:
1. Current DOR Housing Inventory June 18, 2018

- End of Document –
<table>
<thead>
<tr>
<th>Living Units</th>
<th>Operating Capacity</th>
<th>Street Address</th>
<th>Year/s Constructed</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional Residence Halls</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bender Hall</td>
<td>316</td>
<td>583</td>
<td>2005 Campus St</td>
<td>1969</td>
</tr>
<tr>
<td>Campbell Hall</td>
<td>316</td>
<td>573</td>
<td>1301 West 23 St</td>
<td>53, 56, 64</td>
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<tr>
<td>Dancer Hall</td>
<td>316</td>
<td>583</td>
<td>2001 Campus St</td>
<td>1969</td>
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<tr>
<td>Hageman Hall</td>
<td>205</td>
<td>396</td>
<td>2800 Hudson Rd</td>
<td>1965</td>
</tr>
<tr>
<td>Noehren Hall</td>
<td>360</td>
<td>500</td>
<td>2900 Hudson Rd</td>
<td>1967</td>
</tr>
<tr>
<td>Rider Hall</td>
<td>214</td>
<td>421</td>
<td>2801 Ohio St</td>
<td>1961</td>
</tr>
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<td>Shull Hall</td>
<td>211</td>
<td>210</td>
<td>2901 Ohio St</td>
<td>1964</td>
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<td><strong>3,266</strong></td>
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<td><strong>Suite Style Residence Halls</strong></td>
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<td>Lawther Hall</td>
<td>251</td>
<td>401</td>
<td>1300 West 23 St</td>
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<td><strong>Apartment Style Residence Halls</strong></td>
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<td>Panther Village</td>
<td>138</td>
<td>450</td>
<td>1501 West 30 St</td>
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<td>Roth Apartments</td>
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<td>3800 Jennings Dry</td>
<td>1993</td>
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<td><strong>644</strong></td>
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<tr>
<td><strong>Traditional Apartments</strong></td>
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<tr>
<td>Jennings Court Apartments</td>
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<td>40</td>
<td>Jennings Dr</td>
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<td><strong>2,423</strong></td>
<td><strong>4,351</strong></td>
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<td>*Air Conditioned</td>
<td>485</td>
<td>1085</td>
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<td><strong>Dining Center Seating Capacity</strong></td>
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<td>Redeker Center (Central Campus)</td>
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<td>West 27 St</td>
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<td>Campus St</td>
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<td><strong>Housing &amp; Dining Total</strong></td>
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