The University of Northern Iowa (UNI) is seeking qualification statements from design firms for a space needs assessment focused primarily on the institution’s West Campus in Cedar Falls, IA.

The focus of the study will be a number of campus buildings that house primarily Athletics, Academics, and Recreational Service programs. Overarching project goals are to address a number of immediate space needs in a comprehensive manner while improving space utilization within the project area through the identification of long-term program priorities and space redistribution as needed. The following project phases are anticipated:

**Phase I - Program Review and Assessment**
Determine current and future space needs for impacted Athletics, Academic, and Recreational Services spaces within the project area.

**Phase II - Space Planning / Realignment**
Propose space reallocation options as needed for identified Phase I program priorities to maximize space usage and utilization.

**Phase III - Implementation**
Assist UNI in development of a phasing plan and timeline of preferred Phase II planning option with focus on cost efficiency.

The initial authorization will be for Phase I Program Review and Assessment.

The selected firm will be expected to provide a high level of analytical and programming expertise while working with a diverse group of institutional stakeholders.

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

**Project Outline**
The focus of the study will be a number of campus buildings on the west side of campus that house Academic, Athletics and Recreational Service programs. The selected firm will be asked to review and incorporate previous building, space and planning studies associated with these buildings.

Buildings are expected to include:

A. **Wellness/Recreation Center (WRC)**
The three-story, 245,000 square foot facility was completed in 1998 and houses Recreation Services, a department within Health and Recreation Services and the Division of Student Affairs. In addition, the WRC is home of the Department of Kinesiology and the Department of Health, Recreation, and Community Services.
The WRC is part of a larger west campus complex which also provides support for UNI Athletics.

Needs: Lockers, academic space, improved gym and exercise area utilization and program update. Previous work has included a number of program requests coordinated by Facilities Management.

B. Human Performance Center (HPC)
The two-story, 32,000 square foot Human Performance Center represents a unique public/private partnership between UNI and the Cedar Valley medical community.

Designed to support the academic and public service programs of UNI's Department of Kinesiology and Department of Health, Recreation and Community Services, the center includes classrooms, offices and sports medicine/medical office space as well as laboratories including human anatomy, environmental health, athletic training, biomechanics, exercise physiology and psychomotor behavior.

Needs: Improved academic space utilization. Previous work has included a number of program requests coordinated by Facilities Management.

C. UNI-Dome
The 250,000 square foot facility is located on the west side of campus and has a capacity of approximately 16,300 spectators. In addition to football, it also hosts wrestling, soccer, track & field and softball competitions as well as several community events including trade shows, concerts and other expos.

The project scope includes the connector between the UNI-Dome and McLeod Center that presently houses the UNI Athletics Hall of Fame.

Needs: Improved utilization and additional Athletics’ space. Previous work has included a renovation study completed in 2020.

D. McLeod Center
This 140,000 square foot facility opened in 2006 and became home to UNI basketball and volleyball. The McLeod Center can seat 6,500 people. It is connected to the UNI-Dome. The McLeod Center also holds UNI and local high school commencement ceremonies throughout the year.

Needs: Improved utilization and additional Athletics’ space. Previous work includes a study for a Basketball Performance Center.

E. West Gym
Located in the heart of UNI's central campus, the 53,000 square foot West Gym is used as a practice facility for volleyball and women's basketball. It is the sole practice and a competition site for the wrestling program. The facility also provides office space for the wrestling, softball, and track and field coaching staffs.
Built in 1925 it has a seating capacity of 2,100. The facility assessment study completed in early 2020 highlighted the need for significant capital improvements.


Scope of Services
Services to be provided by the selected firm are expected to include:

Project Start-Up
- Review existing documentation to be provided by UNI including facility condition assessments, previous studies, space inventories, floor plans, etc.
- Review and assess existing facilities to understand programmatic and space needs.
- Develop work plan for engagement of project stakeholders.

Programming
- Meet with project stakeholders and Facilities Management.
- Lead a comprehensive process to define institutional program priorities and desired-outcomes.
- Benchmarking of appropriate space needs against similar collegiate peer institutions.

Planning
- Provide design (fit-plan) options for implementation of desired program priorities.
- Define range of options for consideration.
- Assist UNI in vetting of options including cost and phasing.

Final Report
- Develop a report summarizing findings and recommendations based on analysis and implementation of desired-outcomes and preferred option(s).
- Provide phasing plan of 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 statement of qualifications from design firms (prime consultant) - identification of any sub-consultants is not required for this submission of qualifications.
2. The selection process will include interviews of selected finalists by a committee consisting of UNI Facilities Management personnel. UNI anticipates interviewing no more than four selected firms.
3. No site tour for respondents or finalists will be scheduled.
4. Finalists may be asked to provide additional information in advance of their interviews.
Preliminary Selection Schedule

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Issued</td>
<td>Wednesday December 9, 2020</td>
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<tr>
<td>Written Questions Due</td>
<td>Friday December 18, 2020</td>
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<tr>
<td>Written Responses Posted</td>
<td>Tuesday December 22, 2020</td>
</tr>
<tr>
<td>RFQ Responses Due</td>
<td>Friday January 8, 2021</td>
</tr>
<tr>
<td>Finalists Notified</td>
<td>Wednesday January 13, 2021</td>
</tr>
<tr>
<td>Online Q&amp;A with Finalists</td>
<td>Friday January 15, 2021</td>
</tr>
<tr>
<td>Online Interviews for Selected Firms</td>
<td>Friday January 22, 2021</td>
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The selected firm is expected to be available to begin work immediately upon selection.

Submission Requirements

Responses should contain the following:

- Cover letter
- Qualifications and projects in support of 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 any Iowa-licensed team members.

Proposal responses will be evaluated based on evidence of relevant completed work in the last 10 years in the following areas:

1. Firm experience with university Academic, Athletics and Recreational Services space needs assessment, programming and planning.
2. Overall relevant experience of the proposed team members with similar facilities.

Please limit your submission to ten (10) pages or less of written material. Electronic submissions in PDF format are due by 3:00 pm on the date indicated above.

Additional Consultants

This initial selection process is focused on the prime design consultant team. The selected firm will be asked to submit any additional sub-consultants for UNI review.

Questions

Any questions regarding this solicitation should be submitted in writing by the date noted above. Any clarifications or additional information, if needed, will be posted on the UNI website.

Communication

Firms are asked not to contact any UNI personnel regarding this solicitation or the associated selection process.

All questions, correspondence, responses, etc. associated with this Request for Qualifications should be forwarded to the attention of:

Lindsay Althoff
University of Northern Iowa
lindsay.althoff@uni.edu

- End of Request for Qualifications -