The University of Northern Iowa proposes to completely renovate Lawther Hall, a residence hall on campus. The university seeks qualified architects and engineers to plan, design and administer the construction of the improvements necessary to accomplish the proposed renovations. This packet provides information and procedures regarding:

I. Purpose & Background  
II. Scope of Services  
III. Schedule  
IV. Selection Criteria  
V. Response Format  
VI. Other Information

This RFQ is for the purpose of selecting an architectural team to design, prepare construction documents, assist with bidding and negotiations, administer the construction contract, and provide a warranty walk-through at the conclusion of the project. All consultants should carefully examine the materials contained in this packet prior to submitting their response to this RFQ.

Contact Person: Amy Selzer  
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Date of Issue: April 30, 2015

Pre-submittal Meeting: Monday, May 11, 2015, 10:00 AM  
Lawther Hall, Room 118E  
University of Northern Iowa

Due Date: May 19, 2015, 4:00 PM

Submittals to: Philip A. Simpson, AIA  
Assistant Vice President for Facilities Planning  
2601 Campus Street  
University of Northern Iowa  
Cedar Falls, IA 50614-0530
I. PURPOSE & BACKGROUND

A. Program Description

The Department of Residence is comprised of eight traditional residence halls as well as a number of apartment options. All of the residence halls offer the traditional room for sleep/study as well as community bathrooms. Traditional residence hall rooms work well for freshmen, but sophomores and juniors desire additional privacy. In order to provide the housing type that is preferred by sophomores and juniors, the university desires to modernize Lawther Hall and create the sought after semi-suite and private room configurations.

For more information about the Department of Residence, please visit: http://uni.edu/dor/

B. Program and Facilities Needs

The vision of this renovation is to provide a residence hall attractive to sophomore and junior students by providing the privacy they desire as well as the interactive common spaces such as lounges, study areas, kitchens and recreation rooms. An additional goal is to provide air conditioning to students staying on campus for the summer and summer conferencing guests.

Lawther Hall was originally constructed in 1938 with a substantial addition in 1950. It has been a women’s dormitory since its origin. Along with Bartlett Hall and Commons, Lawther Hall is part of a historically significant group of buildings bordered by 23rd Street on the north and Lawther Field and central campus on the south.

The building envelope has been updated through its lifetime with brick tuckpointing (1993), new windows (1992), and a new roof (1992). The electrical distribution (1998) and the fire alarm system (2010) have been modernized. Flooring and paint have been routinely maintained.

All other systems in the building are original including a steam radiator heat system, domestic and sanitary water piping and plaster walls. At 50 years old, the common bathroom finishes and fixtures are approaching the end of their lifespan. The building does not have fire sprinkler protection and is not air conditioned.

ADA accessibility is another concern as the current elevator is a freight elevator and none of the entrances into the building are accessible.

The areas of energy efficiency, life safety and accessibility are of major importance in this renovation. A minimum LEED Silver rating is required and additional emphasis will be placed on energy savings.

A feasibility study was completed by Rorhbach Associates and KSQ, which provides a framework for the renovation. The study looked not only at the program and possible room
configurations, but also at mechanical, electrical, plumbing, life safety updates and life cycle costs. This study will be available to the firm selected to renovate the building.

C. Space Needs Analysis

This 5-story, 108,000 SF residence hall contains 237 traditional style dormitory rooms with community bathrooms. The majority of rooms are doubles with a few single rooms and triples contributing to a total bed count of 432. The Department of Residence has determined that minimum of 375 beds will be required at the completion of the renovation.

D. Projected Scope, Size and Cost

The proposed project will renovate the existing building extensively. The feasibility study considered leaving some space virtually untouched with only minor finish work in areas such as the historic lounge. Other spaces such as student rooms, office space, restrooms, etc. will required a more extensive renovation. The estimated construction cost for this project is approximately $16 million. Design fees, furniture, equipment and owner contingencies constitute the balance of the total project cost.

E. Delivery Method

The university anticipates using the design, bid, build delivery method for this project.

II. Scope of Services

A. General

The university desires complete architectural design and engineering services necessary for the renovation of Lawther Hall. To that end, the consultants may be required to provide services beyond those listed in the description below.

B. University Services

1) The university will provide surveys, maps and all base data available on the proposed site, including existing building plans, utilities and related work completed to date.

2) The university will provide the draft feasibility study to the firms selected for oral interviews and the selected design team.

3) The latest design guidelines (standards of construction), which can be viewed on-line at: http://www.vpaf.uni.edu/fp/projects/consultinfo.shtml
C. Consultant Services

The list of services that are requested by the university include, but are not limited to:

1) Participate with the university in the selection of any mechanical, electrical and telecommunications consultants required for the project.

2) Lead programming efforts that maximize user participation to collect relevant data about the project requirements, scope and quality. Resolve conflicting interests and assist the university in prioritizing needs.

3) Audit the existing building to fully understand the existing building condition including mechanical, electrical, telecommunications, structural and code compliance. A report should be generated that completely describes the opportunities and constraints of the existing building.

4) Document the results of the programming effort through spatial relationship diagrams, room affinity matrices, detail room description sheets and other tools that clearly define the project requirements.

5) Lead design team meetings, documenting results and decisions made and distributing them to design team members, including the UNI Campus Architect.

6) Provide conceptual, schematic, design development and construction documents necessary to secure approvals of the University. Each submission shall include appropriate architectural, laboratory, FF&E, mechanical, electrical, technology and life-safety information. All drawings shall be submitted in AutoCAD (Autodesk Inc.) .DWG format at the current highest release level or level that is 100% compatible to the current highest release level.

7) Provide Building Information Modeling (BIM) of all major building systems suitable for coordination with work developed by the contractor and subcontractors. The final BIM model shall be provided to the university with construction documents and project record documents.

8) Provide sustainability planning to meet the minimum requirements of the Iowa Board of Regents. It is anticipated that this building will achieve a minimum of USGBC LEED® Silver.

9) Provide supporting documentation necessary at each phase for proper review by the university’s Facilities Planning, Physical Plant and client including but not limited to opinion of probable cost, specifications with appropriate detail, code analysis, narrative description of project and other materials appropriate to each phase of design. Cost
estimating sufficient to evaluate the preliminary estimates from the contractor is required.

10) Participate in the university’s technical review process and respond to all comments made during the review. Refer to Project Coordination Procedures for more information at http://www.vpaf.uni.edu/fp/documents/ProjectCoordinationProcedures.pdf

11) Provide energy and life cycle cost analysis as required by State statute and Board of Regent Policy.

12) Work diligently and in good faith to meet the schedule.

13) Provide bidding documents in sufficient quantity to facilitate competitive prices for this project. Respond to questions made by bidders and documenting those answers in the form of addenda.

14) Provide construction administration services including field observation, shop drawing and submittal review, participation in weekly construction meetings, responding to Requests for Information, issuing Proposal Requests, review of progress payments made by the contractor, review and comment on contract change orders and other services required for successful construction of the project.

15) Assist the university in selection of furnishings and moveable equipment. Provide documentation of systems furnishing for installation by contractor if necessary.

16) Provide project close-out services including operations and maintenance manuals, record documents, and other necessary materials. Building record documents including “as-built drawings” must be complete and delivered within three months of the completion of the project.

17) Assist the university with commissioning services for mechanical, electrical and technology systems.

18) Provide warranty reviews at six and eleven months after acceptance of the project by the university.

III. SCHEDULE

The successful consultant must demonstrate that they have sufficient resources to meet this tentative schedule:

- Issue RFQ for Architectural Services  
  April 30, 2015

- Pre-Submittal Meeting  
  May 11, 2015, 10:00 AM
• Deadline for Submittals May 19, 2015, 4:00 PM
• Notify Shortlisted Firms May 21, 2015 or earlier
• Oral Interviews June 1, 2015
• Notify Top-ranked firm and begin negotiations June 2, 2015
• Notify Board of Regents Not later than June 30, 2015
• Begin programming and design work July 1, 2015
• Provide Programming document July 31, 2015
• Provide Schematic Design Booklet August 28, 2015
• Design Development Complete October 9, 2015
• Construction Document for owner review December 10, 2015
• Bid date January 28, 2016
• Construction Start February 15, 2016
• Construction Completion April 28, 2017
• LEED Commissioning May 31, 2017
• Furnishings June 30, 2017
• Occupancy July 5, 2017

IV. Selection Criteria

Consultant responses shall furnish credentials to be evaluated according to selection criteria established by the Iowa Code. Conformance to the following outline is strongly recommended. These criteria include:

A. Professional licensing or registration to do work in the State of Iowa (weight = 2).
   • Evidence of an Iowa-based office or presence
   • Identification of the Principal architect to be responsible for the construction documents and demonstration that they are licensed to offer architectural services in Iowa.

B. Integrity and reliability of the firm and personnel (weight = 4).
• Provide an overview of the firm(s) included in the proposal in the following disciplines: architecture, landscape architecture, structural engineering, civil engineering and cost estimating.

• Provide the names of three firms for consideration in a second tier selection process for the following disciplines: mechanical engineering, electrical engineering and telecommunications.

• Provide evidence and qualifications of staff that will be assigned to this project including their roles on this project and their roles on projects listed under the firms’ experience in Section C and Section D.

• Describe any litigation in which the firm(s) have been named as a party.

C. **Past Performance relative to the quality and timeliness of service on similar projects with emphasis on services on those provided to the state of Iowa (weight = 3).**

• Describe between three and ten projects of similar size and scope including timeline, budget and references for a higher education institution. (Limit response to one to two pages per project.)

• Provide evidence of experience designing to a fixed program and budget.

• Provide references for three projects for which the firm(s) have provided services. Include the owners name, address, phone number and email.

D. **Proposed terms of delivery (weight = 5).**

• Commitment to projects of this size, scope and magnitude. (e.g. description of tasks attributed to each team member including who is in the lead for each task).

• Ability to collect, organize, synthesize and communicate complex information from several university departments in a timely manner. (e.g. communication tools, technology, etc.).

• Description of the firms cost estimating procedures and methodologies.

• Ability to scale work performed to fall within the client’s limited budget.

• Maintaining the proposed project schedule incorporating the scope of work and the dates listed in this information packet. (e.g. provide a schedule incorporating the dates listed in this submittal and indicating the appropriate review periods)
• Approach to sustainable design on a building of this type and the approach that your firm(s) will take to meet or achieve the university’s goals for the project.

• Understanding of the University of Northern Iowa’s design process, and responses consistent with the campus requirements.

E. The best interest of the state of Iowa and the University of Northern Iowa (weight = 4).

• Demonstrated interest and understanding of this particular project (a residence hall), by this organization (a major university), in this particular place (the city of Cedar Falls).

• Sensitivity to the goals and objects of the Department of Residence, the University of Northern Iowa and the requirements identified in the RFQ.

V. RESPONSE FORMAT AND SUBMITTAL OF QUALIFICATIONS

Respondents should provide one (1) electronic and two (2) printed copies of their response packets. Printed material should be bound-in and consist only of material in direct response to the selection criteria. Each packet must be in the following format or the university may deem the submittal to be non-responsive.

(1) Cover Letter – one page, bound-in, summarizing the overall qualifications of the team – in particular the member responsible for leading the design team – and including address, phone, e-mail and fax numbers for one primary contact person.

(2) Table of Contents – Identifying page numbers for criteria requested below.

(3) Professional Licensure – Provide evidence of ability to perform work in the state of Iowa.

(4) Integrity and Reliability of the Firm – Overview of the firm and key personnel that will be involved in the project.

(5) Past Performance on Projects of a Similar Scope – Experience, quality and timeliness of similar project for a higher education institution and for the State of Iowa.

(6) Proposed terms of delivery – Consultants’ methods of achieving the University’s goals and objectives.
(7) **Best Interests of the State** -- Consultants’ understanding of the goals and objectives of this project and the consultant’s role in fulfilling each.

(8) **Appendices** – Other materials the consultant wishes to submit not to exceed 10 pages.

Submittals will be received by the university at the following address no later than 4:00 p.m. on Tuesday, May 19, 2015. **The university will not accept submittals received after this noted time and date.**

*Philip A. Simpson, AIA*
*Assistant Vice President for Facilities Planning*
*2601 Campus Street*
*University of Northern Iowa*
*Cedar Falls, IA  50614-0530*

All materials submitted in response to this RFQ become the property of the University of Northern Iowa. The university will return materials from unsuccessful submittals upon request received within 10 working days of the close of submittals.

The university is not responsible for any submittal preparation expenses, submission costs, or any expenses incurred in negotiations or site visits.

VI. **OTHER INFORMATION**

A. **Questions and Inquiries**

After receipt of this Information Packet, and prior to the Pre-Submittal Meeting, applicants may submit questions to Amy Selzer, by fax to (319)273-2300 or by e-mail to amy.selzer@uni.edu. Questions will be compiled, and every effort will be made to answer the questions at the time of the Pre-Submittal Meeting and on the project web page (see D. below).

B. **Pre-Submittal Meeting / Site Visit**

A Non-Mandatory Pre-submittal Meeting will be held on the date noted under Section III – Schedule. The non-mandatory Pre-Submittal Meeting will be held on Monday, May 11, 2015 at 10:00 AM CDT in the Lawther Hall main lounge, room 118E on the UNI Main Campus. A map of the area can be viewed at: [http://uni.edu/campusmap/](http://uni.edu/campusmap/)

While attendance at the Pre-Submittal Meeting is not mandatory, information presented may be very informative. Therefore, all interested applicants are encouraged to attend or send their representative in order to be better able to prepare viable submittals.
C. Addenda

The university reserves the right to issue addenda to the RFQ at any time as a result of questions, change in acquisition schedule or other matters. Such information will be posted on the Consultant Opportunities web page listed in Section VI-D below. The university also reserves the right to cancel or reissue the RFQ.

D. Project Web Page

UNI Facilities Planning maintains a project information web page to assist in communicating with potential consultants. Information on questions received, addenda, meeting notices, background information and links to other important information is available on this site. Consultants interested in this project should frequently visit http://www.vpaf.uni.edu/fp/projects/consult_opp.shtml for up-to-date information about this project.

The university reserves the right to clarify, modify, waive or withdraw any or all of the requirements or information contained in this solicitation. Notice of any such change will be posted on the project web site listed above.

E. Selection of Firms for Interviews – “Shortlisting”

Upon receipt of submittals by those interested firms the screening committee will review and determine those firms best qualified to be interviewed. This determination will be based on the criteria as set forth by the Iowa Code, discussed previously in section entitled SELECTION CRITERIA. Those firms deemed best qualified for interviews will be notified by telephone and U.S. mail immediately after screening is completed.

F. Interviews

An oral presentation will be required after the university screens written submittals and selects those firms best qualified to be interviewed for this project.

The scheduled date for oral interviews by the screening committee will be Monday, June 1, 2015, and each shortlisted firm shall have 45 minutes for presentation and 30 minutes for questions and answers from the selection committee.

Each firm should be prepared to discuss and substantiate any of the areas of the RFQ it has submitted, its own qualifications for the services required and any other area of interest relative to this RFQ. Interviewees should focus their presentations on relevance of their qualifications to this specific project, rather than repeating information contained within the submittal.

G. Sub-consultant Interviews
The university wishes to partner with the chosen architectural firm(s) with respect to the selection of mechanical engineers, electrical engineers and telecommunications consultants. The selected architects will chair a secondary selection committee responsible for interviewing the three firms in each discipline required to be submitted in Section IV-B above. Appropriate members of Facilities Planning engineering staff, Information Technology Services and the Physical Plant shall constitute the membership of the secondary selection committee. The committee shall rank the sub-consulting firms for use during the architectural firm’s contract negotiation. The architectural firm shall negotiate in order with ranked firms in good faith to reach terms for inclusion in negotiations with the university.

End of Information Packet