



FACILITIES MANAGEMENT
Design & Construction

REQUEST FOR QUALIFICATIONS

**Riverside Recital Hall - Remodel Space
0630901**

Addendum #1

Issued: Friday, August 26, 2016

Item #1: Revision to **Anticipated Project Schedule:**

Design Kick-Off Meeting will now be **September 19, 2016**

Item #2: Revision to **Statement of Qualifications:**

Number 6 should now read as follows...

6. Project team's experience with **interior remodeling, exterior renovation, offices and conference rooms** managed or designed by the individuals on the proposed team. List each team member's specific role, project summary, client reference and contact information.

End of Addendum #1



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Riverside Recital Hall - Remodel Space

0630901

August 23, 2016

The University of Iowa (University) intends to retain professional design services from an Iowa based firm for the Riverside Recital Hall Project. Interested and qualified firms are invited to submit Statement of Qualifications for this project based on the tentative scope of work and information identified below.

Project Background

The University of Iowa Foundation's sole purpose is to provide private support to the University of Iowa in order to assist it in meeting the institutional goals. The Foundation shares the Levitt Center with the University of Iowa Alumni Association. At this time the Foundation is out of office space and will be unable to hire future development officers in order to meet the increasing needs of the University.

The Foundation is in need of an office home that includes space for 44 staff. This includes a mix of private offices, workstations and benching work environments. Additional needs consist of large and small conference rooms, printing area, training room and huddle offices for breakout collaboration.

There has been an initial feasibility study conducted by OPN Architects that studied the space needs of the Foundation and the viability of remodeling the Riverside Recital Hall to meet these growing needs.

Project Description

The program calls for renovation of approximately 14,100 sq ft of net area on two floors. The former recital hall building will be transformed into a highly functional and attractive office environment for the University of Iowa Foundation. The interior will require a full renovation of walls, ceilings, lights, HVAC & electrical upgrades and all interior finishes. Interior furniture design and layouts will be included. The exterior will require a new roof, windows and exterior cladding. Site upgrades will be required such as ADA accessibility, site lighting and landscaping adjacent to the main entry. The anticipated construction budget is approximately \$3,000,000.

Project Scope

The scope of services the University is seeking for this project include, but not limited to, complete architectural, structural, mechanical, electrical, plumbing and civil/landscape design services. Interior design services will also be required for furniture layouts and interior finishes. In addition, the design professional will review assumptions of the previous study with the Foundation and revise as necessary. Cost estimations will be required at each design milestone.

Project delivery method will be design-bid-build and the project is anticipated to be completed in one phase but may require sequencing.

Anticipated Project Schedule

Design Kickoff Meeting	September 5, 2016
Final Design Review	February 6, 2017
Bidding	March 13, 2017
Commence Construction	April 3, 2017
Complete Construction	January 8, 2018

Selection Process

The University will recommend an Iowa based professional design firm to the Board of Regents, State of Iowa. The University will work with the design professional to select the various sub consultants required for the project and whose work will be the responsibility of the design professional. Based on the University's evaluation of all Statement of Qualification submitted, the final selection and recommendation for the project Architect of Record to the Board of Regents will be based on qualifications. All firms submitting a Statement of Qualification shall be notified of the firm selected and the recommendation to the Board for the selected design firm.

The selected firm will be put under contract using the standard University of Iowa Professional Services Agreement (www.facilities.uiowa.edu/pdc/consultants/agreement-form.html).

Statement of Qualifications

Firms interested in providing services for this project shall include (as a minimum) the following in their Statement of Qualification:

1. Cover letter expressing interest in providing services for the project and the principal contact information.
2. Design Firm's general brochure
3. Proposed project team, individual roles, qualifications, project experience and office location for each team member.
4. Team members' resumes showing qualifications related to this project.

5. Project team's experience on similar design projects managed or designed by the individuals on the project team. For each project submitted, include the following: team member's specific role, project summary, project cost, client reference and contact information.
6. Project team's experience with LEED, research laboratories and classrooms managed or designed by the individuals on the proposed team. List each team member's specific role, project summary, client reference and contact information.
7. List of University of Iowa projects (completed or underway), the names of the firm's proposed project team members responsible for those projects, related client references and a summary of project and construction costs related to those projects.
8. Familiarity with the University of Iowa project delivery process and design standards.
9. Project approach and schedule.
10. Description of the firm's quality control procedures. This should address quality in documentation as well as in the design process.

Firms interested in providing services for the project shall submit the requested materials via three (3) hard copies and one (1) single PDF file by **no later than 4:00 p.m. on September 2, 2016** to:

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200 University Services Building
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Electronic file may be submitted via email or CD and shall be label "0630901– Statement of Qualification – firm name". Statement of Qualifications shall be a maximum of 20 pages front to back (10 sheets) excluding the title page, cover letter, and resumes. Failure to complying with the criteria set forth, may be result in rejection of submittal and consideration of the submitting Firm. Firms from which additional information/clarification is requested will be contacted.

All questions shall be directed to the Design Project Manager noted above.

All costs associated with the development and submittal of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.