

Date: December 6, 2022

Subject: Request for Letters of Interest for the following:

Professional Design Services for Waring Commons Programming Study
Penn State – University Park Campus
Penn State Project No. 00-07032.00

To: Architectural Firms

1. INTRODUCTION

The Pennsylvania State University (Penn State) invites you to submit a letter of interest for Professional Design Services for the above referenced study. If your firm is ultimately selected to perform these services, they will be performed under a separate Penn State standard 1-S contract.

William G. Waring Hall, completed in early 1951, is two stories with a basement, approximately 78,000 GSF, and serves as the commons building for the West Halls residential complex at Penn State's University Park Campus. Due to its use the building is now called Waring Commons in most circumstances.

Waring Commons was built concurrently with Hamilton, McKee, and Thompson Halls which were completed in the fall of 1950. Waring Commons abuts Hamilton Hall; the buildings are connected on the basement and second floor levels and share a ground level entrance area on the northeast side. The three 1950 residence halls, combined with the prewar residence halls of Watts (1923), Irvin (1925, originally Varsity), and Jordan (1930, originally Frear) Halls, house approximately 1,650 students, which is approximately twelve percent of the undergraduate beds at University Park.



Figure 1 - West Halls Residential Complex Map

The three 1950 residence halls, combined with the prewar residence halls of Watts (1923), Irvin (1925, originally Varsity), and Jordan (1930, originally Frear) Halls, house approximately 1,650 students, which is approximately twelve percent of the undergraduate beds at University Park.

2. STUDY OVERVIEW AND PROGRAM OF REQUIREMENTS

Penn State desires to complete a study to help guide discussions and decisions regarding a potential renovation or replacement of the existing Waring Commons facility.

Task 1: Guide the Establishment of Building Goals

Lead stakeholders in a process to establish the goals for the building. Goals shall:

1. focus on the experience of students, employees, and guests,
2. be based on the needs of Housing and Food Services, Residence Life, and their internal and external partners,
3. identify quality, schedule, and budget expectations, and
4. integrate with the Penn State Values of Integrity, Respect, Responsibility, Discovery, Excellence, and Community.

Task 2: Assess Facility Condition

Complete a facility condition assessment of the current building and its immediate site. The assessment shall include, but not be limited to, the following items:

1. Areas/items of potential failure,
2. health and safety concerns, including code and ADA compliance issues,
3. building structural integrity,
4. building systems – including life safety, fire protection, security, telecom, plumbing, mechanical, and electrical,
5. building exterior envelope,
6. building architectural systems and finishes, and
7. fixed food service equipment.

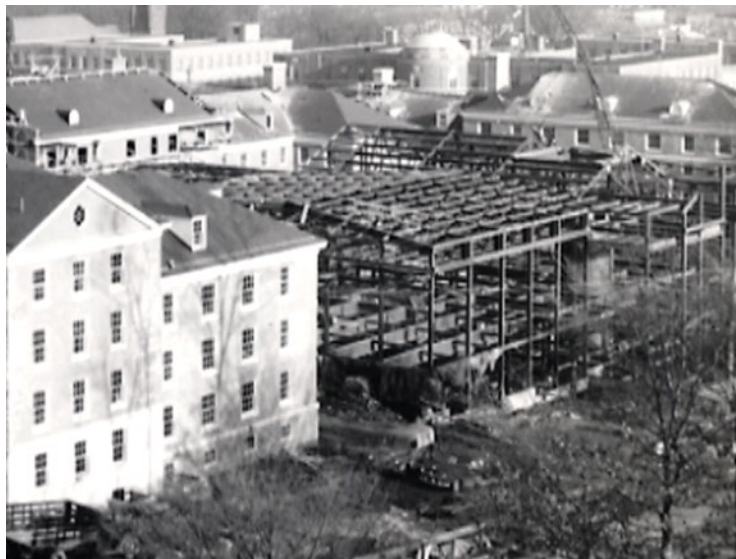


Figure 2 – Waring Commons Under Construction

Include the reasonable life expectancy of the items listed above and note how much of that expectancy remains.

It is anticipated that as part of the assessment the Professional's team will meet with designated representatives of the building's operation, management, and maintenance teams to discuss facility related issues. These meetings will be organized by the Penn State Facility Project Manager.

The final report shall include a written summary of the above information along with photo documentation.

Task 3: Develop Space Program and Conceptual Layout

Complete a space program and conceptual layout for the facility. Process shall include, but not be limited to, the following tasks:

1. Cataloging existing spaces in the building.
2. Help Penn State identify spaces to maintain, modify, add, and remove. A separate program for interior and exterior spaces will be created. Anticipated areas of focus will be:

- a. Balance between All-You-Care-To-Eat (AYCTE) and retail service,
 - b. potential training table for athletes based in the West Halls area,
 - c. addition of special event space/private dining room,
 - d. the commons desk,
 - e. impact of keeping and options to remove the existing classroom space in the building,
 - f. new food retail operations,
 - g. potential test kitchen that could be integrated with the School of Hospitality Management,
 - h. convenience store improvements,
 - i. response to emerging trends, e.g., mobile ordering, ghost kitchen, and roastery,
 - j. meeting space and offices for students and staff, and
 - k. building in flexibility as trends and technology change.
3. Review the organization of the building and the adjacencies of its spaces and develop options to improve the student experience and business operation. Key initial issues are:



Figure 3 – Original Waring Commons Food Service

- a. Student experience from first day to everyday,
- b. appropriate queuing at service points,
- c. understanding the impact of the West Campus expansion on operational opportunities to better serve the campus community,
- d. connecting the interior offerings of the building to the street pedestrian/nonresident customer,
- e. improving the “connection” between the first and second floors, including ADA access,
- f. connection/access to/from Hamilton Hall and the rest of the West Halls residence halls,
- g. relocating, either temporarily or permanently, programmatic elements into adjacent buildings,
- h. creating spaces that can remain available to students when service elements are closed,
- i. locating “grab-and-go” style offerings close to natural student movement, and

- j. moving quieter spaces away from the bustle of high traffic areas.
4. Review the workflow of the building – with a focus on food production, retail stocking, and commons desk operation (including processing of mail and packages) – from receipt at dock to delivery to the student/customer and develop options to improve logistics throughout. This will include:
 - a. Reviewing the dock for improvement and/or relocation,
 - b. exploring options to revise the “back of house” horizontal and vertical paths in the building,
 - c. reconsidering the reorganization of the kitchen(s) and prep areas,
 - d. right-sizing and better locating the convenience store and commons desk, and
 - e. locating the service points to promote student access, maximize “back of house” efficiencies, and minimize or eliminate customer-staff crossflow.
5. Incorporate needed renewal of building systems into the work of the study including
 - a. adding full building air conditioning via connection to the campus chilled water system (connection to campus chilled water system has been explored in a separate study) and
 - b. upgrading the building’s connection to the campus electrical grid.

Task 4: Develop Conceptual Exterior Development Plan

Complete a conceptual exterior development plan based on the interior and exterior programs and conceptual layout(s). Plan shall address, at a minimum, the following concerns:

1. Constraints based on the building’s, and the West Halls complex’s, inclusion in the Farmers’ High School national historic district,
2. local zoning and other regulatory requirements,
3. Penn State design standards and master plan guidelines,
4. existing grading and utility conditions and constraints,
5. location and massing of any proposed replacements, changes, or additions,
6. maintaining and preserving the integrity of the existing complex’s aesthetics, and
7. building access for students, staff, visitors, deliveries, and waste removal, including parking and dumpster/compactor location(s).



Figure 4 – Waring Commons Upon Completion

Task 5: Identify Implementation Information

Develop implementation information to guide a subsequent renewal project. Information shall address, at a minimum, the following items:

1. Construction phasing options with related time and cost implications of
 - a. partial occupancy during construction for renovation and/or
 - b. closing the building for renovation or replacement and providing services in a temporary location/facility,
2. project schedule(s) that include regulatory and any needed variance processes, and
3. estimate(s) of total project costs.

3. SELECTION AND IMPLEMENTATION MILESTONES

*All times are EST.
Dates after LOI are tentative.*

- **Submission of Letter of Interest:** **Noon, January 10, 2023**
- Post long-list of firms and issue RFP: week of January 27, 2023
- Tours of existing facilities for long listed teams: 1 PM, February 14, 2023
3 PM, February 15, 2023
- **Submission of Proposals Due:** **Noon, March 9, 2023**
- **Submission of Fee Schedule Due:** **Noon, March 9, 2023**
- Team Interviews (if required): May 1, 2023
- Notification of results to firms: May 2023
- Contract Award / Letter of Intent: May 2023
- Final Report Due: Early 2024

4. CONTACT DURING THE SELECTION PROCESS

Questions during the selection process are welcome and shall be submitted in writing via email to the Penn State Facilities Project Manager. Please cc the University Architect. An attempt will be made to answer all questions in writing via email which will be shared with all firms who have notified the Project Manager of participation in the selection process and shared contact information.

5. LETTER OF INTEREST SUBMISSION REQUIREMENTS

If your firm/team is interested in pursuing this project, please submit a Letter of Interest that, at the least, includes the following:

1. A brief statement detailing the firm/team's profile (size, characteristics, unique qualifications, etc.). There is no requirement to identify the entire study team at this stage, but firms that wish to include subconsultants at this point should describe their anticipated role on the project.
2. Outline the firm/team's experience in the planning/design/execution of facilities of similar higher education programs, scope, size, and complexity. Convey how building renovations, and sensitively done additions and new construction within historic parts of campuses, can transform a building/campus.
3. Narrate the firm/team's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. Then, discuss some of the uniqueness and critically important issues in designing a project of this type.
4. Include images (captions encouraged) of the firm/team's most relevant design experience related to this particular project. Highlight projects with renovations/additions done in a historically sensitive context; sensitive/timeless additions to a historic building; and/or projects where a reimagined historic building reinforces its original design and character.

** As applicable throughout the Letter of Interest, provide professional credit to architectural partners (including design architect, architect of record, and academic planning partners) for all projects discussed within the proposal and for all project images shown.*

Submit a PDF version of the Letter of Interest. Limit the submission to five (5) total letter-size pages, single-sided. A cover letter, if included, must be within the five (5) total pages. Send a PDF of the submission electronically to gak21@psu.edu and reo100@psu.edu by the submission deadline. Include the team's primary contact name and email address for the selection process.

PSU encourages teams to visit the site during this selection process. However, guided campus/ site tours are not provided at this step in the selection process but will be held with the long-listed teams.

6. RESPONSE CONDITIONS

Participation in this selection process by submitting firms is voluntary and shall be at no cost or obligation to Penn State.

Penn State does not obligate itself to make the selection for these Professional Services based on lowest cost and reserves the right to reject all responses and to hold proposals for a minimum of forty-five days. Penn State further reserves the right to waive any irregularity in any or all responses, and to reject or accept any response or portion thereof. Our intent is to identify the firm that provides the best fit with our perceived need. This firm will balance experience, service, quality, and cost.

News releases pertaining to this project will not be made without prior approval from Penn State, and then only in coordination with Penn State. The contents of all selection process correspondence and material are to remain confidential, and as such, not be made public.

It is our intent to issue a 1-S Form of Agreement for this project. By participating in this selection process, the Professional is acknowledging that they concur with, without exception, the terms, conditions, and provisions as contained in Penn State's "Form of Agreement 1-S." Current version available on the OPP website.

After selection, the Penn State Facility Project Leader will be Penn State's point-of-contact for the Professional for all matters related to the project and is the only person authorized to provide direction to the Professional.

The Professional is responsible for making all parking arrangements. Penn State is not responsible for any citations or parking violations incurred by the Professional.

If it becomes necessary to revise any part of this request an amendment will be posted on the selection website.

Thank you for your anticipated participation in this process. We look forward to reviewing your information for this important project.

Kindest Regards,

Greg Kufner, AIA, NCARB, University Architect
Office of Physical Plant, The Pennsylvania State University
Direct: (814) 865-8177, Mobile: (614) 512-2287, Email: gak21@psu.edu

Richard O'Donald, RA, CEFM, CDT, Facilities Project Manager
Office of Physical Plant, The Pennsylvania State University
Phone: 814-865-1333, Mobile: (814) 826-8457, Email: reo100@psu.edu

CC: Screening Committee