DATE: May 5, 2020

SUBJECT: **Interview Notice – Architect/ Engineering Team Selection**
                     Applied Research Laboratory (ARL) Replacement Building at Science Park project
                     Ferguson Township, PA

TO: **Short-listed A/E Teams**
                     CallisonRTKL
                     Gensler
                     Jacobs

Short-Listed Teams:

Thank you to all nine (9) Long-listed firms for their submissions. Based on our review of the Proposals, the Screening Committee has selected the above three (3) teams as the Short-list for this project.

Due to the ongoing COVID-19 pandemic and related Pennsylvania and County stay-at-home orders, Penn State previously delayed the Interviews for this project until May 27th, 2020. Importantly, due to ongoing safety concerns, we have shifted in person interviews to virtual interviews. Given that we will not be meeting Short-Listed A/E Teams in person, we will attempt to meet with the top-ranked A/E Team prior to award. As conditions associated with the pandemic develop and/or change, PSU reserves the right to modify interviews further.

The later interview date means that the results of this A/E Team selection process will now be announced at the Board of Trustees meeting on July 17, 2020 and posted to the OPP website: https://opp.psu.edu/planningdesignconstruction/project-bidsproposals.

In order to assist the Short-listed teams' interview preparation, we are holding the following virtual tour:

- **Virtual Tour: May 14, 2020. 10:30am-11:30am**

Zoom links for this virtual tour will be emailed to each A/E Team's key point of contact, directly from ARL. This email will provide instructions for sharing this Zoom link with other appropriate team members. Attendees are limited to four (4) individual for each A/E Team.

Additionally, please watch these publicly available videos which provide some glimpses inside ARL lab spaces and hopefully help the design team better visualize what ARL is all about. Note that not all the spaces shown occur within the existing ARL Buildings that are being replaced by this new building project.

ARL anniversary video links, publicly available on YOUTUBE:
           https://www.youtube.com/watch?v=Iusmi0o3Tq0
           https://www.youtube.com/watch?v=ChYFJDL_FL0
           https://www.youtube.com/results?search_query=Applied+Research+Laboratory

Due to ARL security requirements, the consultants/contractors selected for the ARL Replacement Building and for the renewal of the GTWT Building must be familiar and have experience with policies and procedures in the National Industrial Security Program Operating Manual (NISPOM) and Intelligence Community Directive (ICD) 705. All visitors working with ARL at the GTWT must be US citizens. Dual citizenship, to include the USA may be accepted upon further review by the ARL Security Services Office, and the Defense Counterintelligence and Security Agency.

Interview	Time	Interviewing Team
Interview 1	9:35 A.M. – 11:00 A.M.	Interview 1 – Jacobs
Interview 2	11:10 A.M. – 12:35 P.M.	Interview 2 – CallisonRTKL
Interview 3	1:10 P.M. – 2:35 P.M.	Interview 3 – Gensler

VIRTUAL INTERVIEW INSTRUCTIONS:

Each team can determine the virtual meeting platform they prefer to use, alternately Penn State can provide a Zoom meeting link if preferred (Note: A secure link is NOT Required). For example, teams may want to utilize a specific meeting platform that allows them to utilize specific camera/sketching features, polling or interactive tools, and/ or any other features of that platform to encourage interaction/conversation with stakeholders. This will be decision of each team and we encourage teams to use the technology and presentation platform they feel is best. Additionally, as a best practice, teams should designate an individual to be the point person for the interview, guiding the flow of topics and/or directing conversations to certain individuals. Additionally:

- **The times listed above are the scheduled START times for each session.** To ensure we start each session on time, each virtual meeting platform is to be open and available to the PSU Screening Committee (10) ten minutes before your assigned time. Additionally, all interviewing team members and PSU/ARL Screening Committee members are to join each virtual meeting (5) five minutes prior to each session.
- Each session will have its own separate link, which will be provided later.
- **Communicate the preferred method of virtual meeting platform - and provide a link to the platform, if necessary - to Greg Kufner at gak21@psu.edu by 12:00 noon EST on May 22, 2020.**

INTERVIEW FORMAT AND REQUIREMENTS:

The interviews will be a 45-minute presentation (including your team introductions), followed by a 40-minute question and answer session. At the beginning of the interview, PSU/ARL Screening Committee members will introduce ourselves. After PSU/ARL introductions, your interview time will start. Your A/E team's introductions are to occur within the presentation and can occur in any format or method.

If time is left within your Q+A time, you will be given time for a closing. Your team should clearly describe why you believe you are the best team for the project, including explanation of your team's differentiators. As a part of the presentation, we request that you address the topics highlighted below. Present this information in the format, topic duration, and arrangement of information, best suited to your team.

- **Team and Experience:** Introduce interview team members and their role on the project. Review overall team organizational chart and identify the role of key team members/ consultants. Briefly summarize how your specific team's experience is relevant to this project.

- **Project Approach.** Describe your approach to project success, including, but not limited to:
  - Describe the role of the client/user in your process, including what you need from us.
  - Discuss your approach to identifying actionable project drivers with project stakeholders and your team's experience and/or ability to connect project drivers into realized design solutions. Identify the criteria (and/or approach) to establish priorities and make design decisions?
  - Describe which key aspects or phases of the project – for instance master planning versus programming versus building design – would remain distinct efforts or decisions and which key aspects/phases/decisions guided by a more integrated decision-making process. If this cannot be answered yet, how would you work with PSU/ARL to guide or determine the best path?
  - Describe how the architectural, engineering, lab planning, and CM teams will interact with each other and with project stakeholders at different stages of the project.

- o Discuss your overall approach to any technical considerations, MEP or building system design and achieving PSU's high performance and sustainability standards.
  - o Virtual Meeting Approach/ Interaction. As noted previously, within your presentation, highlight how your team would leverage virtual meetings, interactive tools, and/or other meeting techniques that you will utilize in the programming/design of this project.

- **Project Schedule/ Staffing.** Describe your approach to achieving the project schedule, including:
  - o Discuss how you propose to begin your efforts on this project (project's first ~90 to ~120 days).
  - o Overall impression of the schedule: is it achievable? Do you have proposed revisions?
  - o Identify critical path items, milestones, risks, and/or schedule drivers.
  - o Directly address your team's availability, particularly considering other project/firm workload.

- **Cost Control:** Describe your cost control approach, including, but not limited to:
  - o Outline critical factors to consider with respect to the project budget.
  - o Discuss your impression of the budget. Identify major cost risks and mitigation techniques.
  - o What strategies will be used to ensure the Schematic Designs for each of the project phases are executable within the overall project budget? How is project cost/scope managed throughout?

- **Project-Specific and Program:**
  - o Provide your understanding of the project. Provide your impression of the project program, project goals, and other provided information.
  - o Discuss how your team will best leverage your expertise delivering buildings with similar programs, in order to idealize operational and research effectiveness.
  - o Given that the program elements have varying levels of functional synergies, describe how you will achieve a cohesive facility that also deal with required privacy and security needs.
  - o Discuss your process of developing project design and/or planning options and how your team will test different design options.

- **Master Planning and Site/ Design Ideas:**
  - o Part 1 Section B of the RFP describes how the master plan effort is intended to "define a multi-year, multi-phase capital project strategy". Briefly discuss how you would achieve those aspirations.
  - o Discuss the site opportunities, including: existing conditions, if/how to build/reinforce ARL identify, opportunities and challenges of campus cohesion, overall campus character, pedestrian and vehicle considerations, zoning and water management considerations, purposeful open spaces, and security requirements.
  - o Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project that will seek to mesh a wide range of University, College and Department goals. Note: We do not expect final design solutions.

Limit your team's attendance to eight (8) people (Does not count any non-presenting, AV/IT support personal). We strongly prefer to meet with the key contacts for the project that will be working with us on a daily basis. Executive level representation who will not actively participate in the design and construction phases should not attend. In preparation for these interviews, the following documents are provided:

- **Non-Binding Fee Form.** Complete and email to Greg Kufner gak21@psu.edu by <u>12:00 noon EST on May 25, 2020</u>.

- **Photo requirements.** If your team is selected, we will present examples of your architectural designs to the Board of Trustees; with this in mind, we require that you submit to us photographs of your work. Requirements for the photographs are described in the attached, but generally photos from your proposal are advisable. It is important that the photographs are programmatically/functionally similar to this project. Email photos to Madeline Cantú mac56@psu.edu <u>by 12:00 noon EST on May 25, 2020</u>.

- **Important Reminder: As per the above, attend the following Virtual Tour:**

  - **<u>Virtual Tour: May 14, 2020. 10:30am-11:30am</u>**

- **Important Reminder: As per the above, ccommunicate the preferred method of virtual meeting platform - and provide a link to the platform, if necessary - to Greg Kufner at gak21@psu.edu by 12:00 noon EST on May 22, 2020. Otherwise, Penn State will provide a Zoom meeting link.**

- **Important Reminder: Email a copy of your interview presentation by 5pm on May 26, 2020 for Penn State's use, via file sharing or similar.**

We appreciate everyone's patience and understanding as we collectively navigate the issues related to COVID-19 and we hope to avoid further delays.

Questions, comments, or information requests should be directed to me (info below) or Richard E. O'Donald, Facilities Project Manager at reo100@psu.edu or 814-826-8457 or 814-865-1333 (Note: This contact person has changed since prior correspondence).

Sincerely,

Greg Kufner, AIA, NCARB

University Architect
The Pennsylvania State University
206 Physical Plant Building, University Park, PA 16802
Mobile: (614) 512-2287 | Email: gak21@psu.edu

CC: ARL Replacement Building Screening Committee

PennState
Physical Plant

NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE

Project: **Applied Research Laboratory (ARL) Replacement Building**
Ferguson Township, PA

Firm Name: _____

	Hours	Fee
Master Planning *		
Programming/ Concept Design *		
Schematic Design		
Design Development		
Construction Documents		
Bidding Phase		
Construction Administration (CA) **		
Subtotal		
Reimbursables (allowance)		
Total		

Important notes and additional Information:

- Firms are ranked based on the in-person interviews.   Fees are only considered if there appears to be a major discrepancy in the provided fees.
- Include fees/costs for ALL consultants, broken down into the above project phases.
- In addition to the above, please include a listing of your billable rates that will be used for this project.
- * Note: For Master Planning scope, include all related efforts: site planning and options, site analysis/selection, etc. Include Programming as its own phase, or apart of another project phase. Include ARL space utilization analysis.
- ** Note: Base the CA fee on the RFP's project schedule, or your proposed schedule.

Return completed form and billable rates, via email only to gak21@psu.edu by 12:00pm Eastern Standard Time (EST) on May 25, 2020. No hard copy is required.

Greg Kufner, AIA NCARB
University Architect
The Pennsylvania State University
Mobile: (614) 512-2287
Phone (814) 865-8177
E-mail: gak21@psu.edu

<u>REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS</u>

Examples of the Architect's / Engineers's built projects are required for presentation to the Board of Trustees as part of the approval process. Images will be used for a Powerpoint presentation and will be projected with a 16:9 aspect ratio (widescreen).

Approximately (12) high quality exterior and (6) high quality interior photos should be submitted along with a very brief description of each photo. Photos must be of BUILT projects and should be relevant to the proposed project. Hand drawn renderings, computer drawn renderings and models, and photos of study models will NOT be accepted. It is highly recommended that interior shots include people using the space. Please send digital photographs that meet the following minimum standards.

Minimum photo dimensions:
6.5 x 10 inches (975 x 1500 pixels)
Minimum resolution: 150 pixels/inch
         (Photos will be inserted into Powerpoint at a maximum resolution of 220pixels/inch)

Preferred photo formats: .tif, .jpg, .png, .gif for use in a PC environment

File transfer methods:
-email is preferred with a maximum attachment file size of about 10mb/email.
-Files may be zipped (compressed) using WinZip and/or emailed individually.
-FTP sites with explicit instructions or user-friendly interfaces

Photos should NOT contain any text. A descriptive reference document should be included that provides a project name and location for each photo. Please send to:

Madeline Cantú, RLA
Design Resources Coordinator
Campus Planning & Design
203 Physical Plant Building
University Park, PA 16802
mac56@psu.edu
(814) 863-4242

Please don't hesitate to call or email with any questions or concerns.