



DATE: May 5, 2020

SUBJECT: **Interview Notice – Architect/ Engineering Team Selection  
Applied Research Laboratory (ARL) Garfield Water Tunnel Renewal project**  
University Park, PA

TO: **Short-listed A/E Teams**  
Cooper Carry  
HDR  
WILSON HGA

Short-Listed Teams:

Thank you to all eight (8) 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 June 9<sup>th</sup>, 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 13, 2020. 1:30pm-2:30pm**

**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.

In advance of potential virtual tours, 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=lusmi0o3Tq0>

[https://www.youtube.com/watch?v=ChYFJDL\\_FLO](https://www.youtube.com/watch?v=ChYFJDL_FLO)

[https://www.youtube.com/results?search\\_query=Applied+Research+Laboratory](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 SCHEDULE – JUNE 9, 2020:

<u>Interview</u>	<u>Time</u>	<u>Interviewing Team</u>
Interview 1	9:35 A.M. – 11:00 A.M.	Interview 1 – HDR
Interview 2	11:10 A.M. – 12:35 P.M.	Interview 2 – CooperCarry
Interview 3	1:10 P.M. – 2:35 P.M.	Interview 3 – WilsonHGA

## 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](mailto:gak21@psu.edu) by 12:00 noon EST on June 5, 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 itself 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.

- Discuss your overall approach to any technical considerations, MEP or building system design and achieving PSU's high performance and sustainability standards.
- 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:
  - Discuss how you propose to begin your efforts on this project (project's first ~60 to ~90 days).
  - Overall impression of the schedule: is it achievable? Do you have proposed revisions?
  - Identify critical path items, milestones, risks, and/or schedule drivers.
  - Directly address your team's availability, particularly considering other project/firm workload.
- **Cost Control:** Describe your cost control approach, including, but not limited to:
  - Outline critical factors to consider with respect to the project budget.
  - Discuss your impression of the budget. Identify major cost risks and mitigation techniques.
  - 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:**
  - Provide your understanding of the project. Provide your impression of the project program, project-specific goals, and other provided information.
  - Discuss how your team will best leverage your expertise delivering buildings with similar programs, in order to idealize operational and research effectiveness.
  - Highlight specific thoughts/experience/considerations related to infrastructure integrated research and testing facilities such as pressurized and open tankage. If advantageous to your team, you can briefly present a example project to answer this question.
  - Highlight specific thoughts/experience/considerations related to the phased, occupied renovation of this project, including accommodating active research. If advantageous to your team, you can briefly present a example project to answer this question.
- **Site/ Design Ideas:**
  - Utilizing or expanding on the design ideas presented in your proposal, provide any initial design ideas, thoughts or considerations regarding the project, such as: opportunities and challenges of the project site area, design and planning approach to renovation of an existing facility, programmatic and/or thematic considerations, building massing options related to potential additions to the building, potential thoughts on balancing aesthetic and safety concerns at the 'picture window' at the front of the Water Tunnel, and/or any other design considerations.  
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](mailto:gak21@psu.edu) by 12:00 noon EST on June 5, 2020.
- **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](mailto:mac56@psu.edu) by 12:00 noon EST on June 5, 2020.
- **Important Reminder. As per the above, attend the following Virtual Tour:**
  - **Virtual Tour: May 13, 2020. 1:30pm-2:30pm for Water Tunnel**

- **Important Reminder: As per the above, communicate the preferred method of virtual meeting platform – and provide a link to the platform, if necessary - to Greg Kufner at [gak21@psu.edu](mailto:gak21@psu.edu) by 12:00 noon EST on June 5, 2020. Otherwise, Penn State will provide a Zoom meeting link.**
- **Important Reminder: Email a copy of your interview presentation by 5pm on June 8th, 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 Monica Reed, Facilities Project Manager at [mjr204@psu.edu](mailto:mjr204@psu.edu) or 814-321-8863 or 814-863-5765 (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](mailto:gak21@psu.edu)

CC: ARL Water Tunnel Renewal Screening Committee



**NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE**

Project: **Applied Research Laboratory Garfield Water Tunnel renewal project**  
University Park, PA

Firm Name: \_\_\_\_\_

	<u>Hours</u>	<u>Fee</u>
Program Verification & Concept	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
Construction Administration *	_____	_____
Subtotal	_____	_____
Reimbursables (allowance)	_____	_____
<b>Total</b>	=====	=====

**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 Construction Administration (CA) fee: Base the fee on the RFP's project schedule or your team's proposed schedule.

**Return completed form and billable rates, via email only to [gak21@psu.edu](mailto:gak21@psu.edu) by 12:00pm Eastern Standard Time (EST) on June 5, 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](mailto:gak21@psu.edu)

## **REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS**

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](mailto:mac56@psu.edu)  
(814) 863-4242

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