

DATE: October 7, 2019

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering Team Selection**
3rd Floor Hospital – Main and South Addition Patient Units (Project: HMC-10045)
Penn State Health, Milton S. Hershey Medical Center

TO: **Short-Listed Teams**
BDA Architecture, LLC
Flad Architects
Wilmot Sanz

Short-Listed Teams:

The Screening Committee met to determine the short list for this project. The Screening Committee has selected the above three (3) teams as the short-list for this project. These three (3) firms will interview for the project at The Penn Stater Hotel and Conference Center in State College, PA on **October 30, 2019** with the following schedule. The order of interviews was randomly selected.

Room	Time	Interviewing Team
The Penn Stater - Room 106	8:15 A.M. – 9:45 A.M.	Interview - Flad Architects
The Penn Stater - Room 108	9:55 A.M. – 11:25 A.M.	Interview - BDA Architecture, LLC
The Penn Stater - Room 106	11:35 A.M. – 1:05 P.M.	Interview – Wilmot Sanz

The interview rooms will be available half an hour before your assigned time. A projection screen will be provided for your use with connectivity via laptop (IBM compatible) or USB thumb drive. Projector, access to internet, or technology needs are your responsibility. Teams should correspond directly with The Penn Stater for assistance. Bring an extra copy of your presentation, via thumb drive, for Penn State’s use.

The interview format will be 50-minute presentation (including your team introductions), followed by a 40-minute question and answer session. 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 following topics. Present this information in the format, topic duration, and arrangement of information, best suited to your team.

- **Team and Experience.** Briefly introduce interviewees and their role on the project. Review overall team (organizational chart) and identify the role of key team members/ consultants. Briefly recap your most relevant project that your team designed/delivered together (project with a similar size, complexity and programmatic uses).
- **Project Approach.** Describe your approach to project success, including, but not limited to:
 - Discuss your approach to identifying actionable project drivers with relevant project stakeholders and your team’s experience/ability to connect project drivers with design solutions.
 - How do you elicit the appropriate responses to provide the information necessary, knowing that users/clinical stakeholders’ involvement may be sporadic and time-constrained?
 - How will your team collaborate with Penn State Health Facilities and the Construction Manager at Risk (CMaR) to develop planning/phasing scenarios, as you balance the ideal design and implementation with a need to limit the impact to operations?

- **Project Schedule/ Staffing:**
 - Describe your approach to developing the project schedule.
 - Identify project-specific critical path items, milestones, risks, and/or schedule drivers.
 - Directly address your team’s availability to perform in the proposed project roles, especially considering the phased nature of this project and other firm workload.

- **Cost Management.** Describe your cost management approach, including, but not limited to:
 - Identify potential critical factors/risks for the project, as well as potential mitigation techniques.
 - What strategies will be used to ensure that each phase of the project is executable within each phases’ budget?
 - How would you manage project phasing and cost to support positive business outcomes?

- **Project-Specific Considerations:**
 - Describe your understanding of the program. Do you see other approaches that should be considered?
 - What is the most critical challenge(s) to overcome on this project, inclusive of the following:
 - Architectural
 - Mechanical, and other building system design
 - Phasing
 - Describe your design approach to maximizing patient and staff safety?
 - Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. We do not expect final design solutions.

Limit your team’s attendance to seven (7) people. 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 that will not actively participate in the design and construction phases should not attend. At the least, the following key team members should attend: Lead Designer/Medical Planner; Project Manager; Lead Mechanical Engineer.

In preparation for these interviews, the following documents are provided:

- **Sample Interview Room layout.** For your reference.
- **Non-Binding Fee Form.** Complete and email to Greg Kufner gak21@psu.edu by 12:00 noon EST on October 28, 2019. No hard copy is required.
- **Photo requirements.** In the event that your team is selected, we will show the Board of Trustees examples representative of your similar project; with this in mind, we require that you submit to us photographs of your work. Requirements for the photographs are described in the attached sheet, but generally photos from your proposal are advisable. It is important that the photographs be representative of the type of project and function similar to this project.
Email to Madeline Cantú mac56@psu.edu by 12:00 noon EST on October 28, 2019.

The result of the interviews will be announced at the Board of Trustees meeting on Friday, November 15, 2019 and posted to our website. Questions, comments, or information requests should be directed to myself (info below) and Catherine Brower, Assistant Director of Planning & Construction (717-531-4525 and/or cbrower@pennstatehealth.psu.edu).

Sincerely,

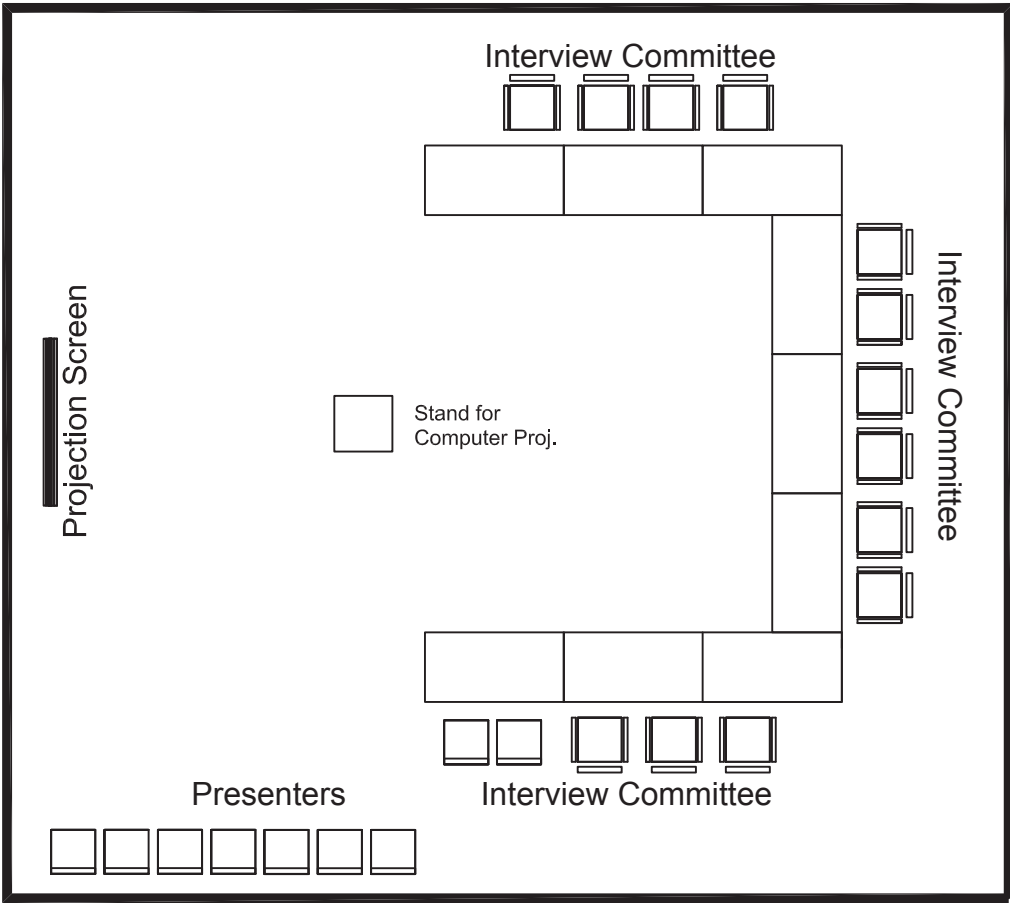
Greg Kufner, AIA, NCARB



University Architect
The Pennsylvania State University
206 Physical Plant Building, University Park, PA 16802
Direct: (814) 865-8177 | Mobile: (614) 512-2287
Office: (814) 865-4402 | Email: gak21@psu.edu

CC: Project Screening Committee

Board of Trustees Architect / Engineering Interview Room Layout





NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE

Project: 3rd Floor Hospital – Main and South Addition Patient Units
Penn State Health, Milton S. Hershey Medical Center

Firm Name: _____

	<u>Hours</u>	<u>Fee</u>
Program Verification & Concept	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
* Construction Administration	_____	_____
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 Construction Administration (CA) fee: Base the fee on the project schedule. The project is expected to be implemented over the next 4 years, so assume CA completion of the final project phase by mid-year on 2024.

Return completed form and billable rates, via email only to gak21@psu.edu by 12:00pm Eastern Standard Time (EST) on October 28, 2019. No hard copy is required.

Greg Kufner, AIA NCARB
University Architect
The Pennsylvania State University
206 Physical Plant Building
University Park, PA 16802-1118
Phone (814) 865-8177, E-mail: 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
(814) 863-4242

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