

DATE: April 9, 2025

SUBJECT: **Planning Team Selection – Interview Notice**  
**University Park Campus Master Plan**  
University Park, PA  
PSU Project Number: 001002400

TO: Shortlisted Teams:  
**NBBJ**  
**Sasaki**  
**SmithGroup**

Short-Listed Teams:

Thanks to all teams that submitted Proposals. 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 Eric J. Barron Innovation HUB (123 S Burrowes St.) in State College, PA on May 16, 2025, with the following schedule. The order of interviews was randomly selected.

Room	Time	Interviewing Team
<b>Innovation Hub – Room 612</b>	<b>8:15 am – 9:45 am</b>	<b>Interview #1 – Sasaki</b>
<b>Innovation Hub – Room 612</b>	<b>10:15 am – 11:45 am</b>	<b>Interview #2 – NBBJ</b>
<b>Innovation Hub – Room 612</b>	<b>12:30 pm – 2:00 pm</b>	<b>Interview #3 – SmithGroup</b>

The interview rooms will be available 15 minutes before your assigned time. The interview room is equipped with a presentation monitor for the team's use and connectivity via bring your own device. A/E teams will present on a laptop that you will provide. Teams should correspond directly with John Ilie (814-863-5499 or [johnilie@psu.edu](mailto:johnilie@psu.edu)) for related IT/technology assistance. Access to the internet, or other technology needs, are the team's responsibility. For questions regarding the logistics for the interview day, contact Taylor Peterson (814-865-1595 or [tmm5620@psu.edu](mailto:tmm5620@psu.edu)). Bring an extra copy of your interview presentation, via thumb drive, for Penn State's use.

The interview format will be a 45-minute presentation (including your team introductions) followed by a 45-minute question and answer session which should include a closing by your team.

For parking you can park at the Fraser Street Parking Garage (135 S Fraser St, State College, PA 16801).

Your team should clearly describe why you believe you are the best team for the project, including an 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 and consultants. Recap the overall lead firm and team experience with projects of a similar size, complexity and programmatic goals.
- **Project Approach.** Describe your approach to incorporating the following areas in the planning process to ensure project success:
  - **Relating the Campus Plan to the University's Strategic Plan.**
  - **Quantitative Space Analysis:** Evaluate the current space allocation by comparing existing benchmarks related to space usage with aspirational targets in academic, administrative, and student areas. This analysis should determine if the current allocation meets both present needs and future goals, particularly considering projected enrollment growth and alignment with the Strategic Plan.
  - **Qualitative Space Analysis:** Propose tools for student outreach to find gaps of services and gaps in campus locations that enrich the student experience on campus. Understand different student profiles and how they use the campus facilities.
  - **Physical Campus Improvements:** Additional enrollment creates pressure on existing streets and sidewalks. Consider improvements to the system of outdoor spaces, such as greenways, walkway connections, and plazas.
  - **Student-Centered Spaces:** Create a physical environment that supports students' personal growth, engagement, and leadership outside the classroom. Determine the appropriate support spaces (office, student life, health, and wellness, etc.) for proposed enrollment growth. Additionally, formulate a proper bed count and dining commons space on campus.
- **Campus-wide collaborators:** Suggest which offices, departments and academic stakeholders should be included in the planning process to achieve the best planning process and buy-in.
- **Approach to Stakeholder Engagement.** Explain your team's approach to stakeholder engagement. Include specifics related to technologies and methodologies that will be used.
  - Explain tactics the team has used to help gain the needed perspective from each engaged group, respond to issues and efficiently make decisions that keep this project on schedule.
  - How do you work with large teams across the university to establish priorities and identify critical path items needed to keep the project on track?
- **Framework for Renovations vs. New Construction:** Describe your approach to developing a framework to guide Penn State in deciding whether to renovate existing buildings or invest in new construction. Additionally, this framework should provide guidance on deferred maintenance versus capital renewal of existing facilities and total cost of ownership of different construction types.
- **Unique Approach or Tools.** Highlight what sets your firm apart and why you're particularly suited for this project. Include relevant services, unique qualifications, and your fit with the Penn State's needs. Provide evidence of experience and expertise in campus planning, including space planning, transportation, energy, environmental issues, projections, and related areas.
  - **Project Understanding and Insights.** Given the absence of a defined scope, please outline your general understanding of the assignment and your approach to the issues

presented. Share key insights gained from working with Penn State or similar institutions, and how these might inform your work at University Park. Also, describe your team's perspective on high-quality planning in higher education, referring specific examples from past projects.

- **Provide initial ideas, thoughts, or considerations regarding our specific campus.** We are not seeking solutions – we would like to see the team convey its “planning thinking” or unique insights regarding our campus.

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 daily. Executive level representation that 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 A/E Fee Schedule.** Return completed form and billable rates, via email only to [nsullivan@psu.edu](mailto:nsullivan@psu.edu) by 12:00pm Eastern Standard Time (EST) on May 15, 2025.
- **Example Interview Rooms layout.** This indicates the general room size and layout to expect for your interview.

The results of the interviews will be posted to our website by May 19, 2025. General questions or comments about the A/E Selection process, or information requests, should be directed to myself (info below) and the Facility Project Manager, Robert Lingenfelter ([rrl144@psu.edu](mailto:rrl144@psu.edu) or 814.867.1536), with any questions.

Your team is also invited to a campus tour that will be organized by my office on April 22nd. There is no obligation to attend. The bus will depart from the Physical Plant Building at 1:00 pm and I anticipate a two-hour tour. Please bring no more than five members of your team. I will send more information about the tour later with parking information.

Respectfully,



Neil Sullivan, CFP, AICP, PLA, LEED AP  
University Planner  
The Pennsylvania State University  
814.863.3158  
[nsullivan@psu.edu](mailto:nsullivan@psu.edu)

CC: Screening Committee



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

Project:           **University Park Campus Master Plan**  
University Park, PA

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

**Team Hours and Fees by Project Phase**

	<u>Hours</u>	<u>Fee</u>
Analysis		
Stakeholder Engagement		
Facility/Space Assessment		
Campus Plan Alternatives		
Final Plan Development		
Plan Delivery/Approvals		
Subtotal		
Reimbursables (allowance)		
Total		

**Hours and Fees by Discipline**

	<u>Hours</u>	<u>Fee</u>
Campus Planning		
Architecture		
Space Planning		
Landscape Architecture		
Sustainability		
Utility Engineering		
Civil Engineering		
Historic Preservation		
Mobility + Transportation		
Cost Consultant		
Additional Consultant		
Additional Consultant		
Additional Consultant		
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 fees provided.
- Aligned with the chart on the first page of this document, we are asking for the fees two ways on this project (1. By design phase; and 2. Broken down by each company/consultant/scope of service). We assume the total cost will match both sections but would like to see the two different fee breakdowns.
- Include fees/costs for ALL consultants, broken down as listed above.
- In addition to the above, please include a list of your billable rates that will be used for this project.
- Please follow the latest reimbursable changes indicated in the 1-P Agreement.

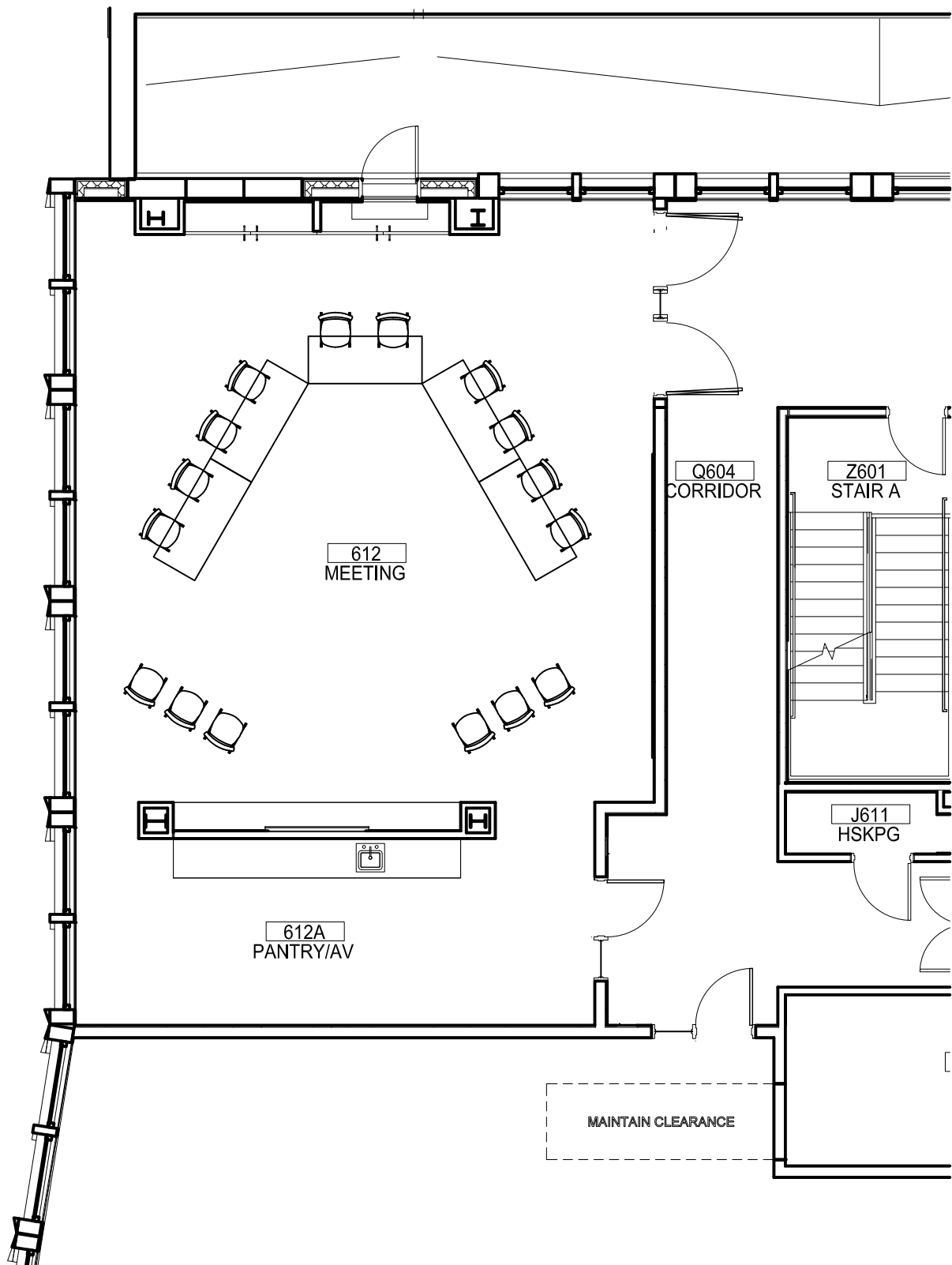
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Respectfully,



Neil Sullivan, CFP, AICP, PLA, LEED AP  
University Planner  
The Pennsylvania State University  
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[nsullivan@psu.edu](mailto:nsullivan@psu.edu)

CC: Screening Committee



Barron Innovation HUB  
PSU Building Name

0054-000  
Building Number  
612  
Room Number



**PennState**  
Physical Plant

PLANNING | DESIGN | PROPERTIES

Drawing Name

Drawing Number  
05/02/2024  
Date





