



DATE: February 14, 2012

SUBJECT: Burrowes Building Renovation,
University Park

TO: Architectural Firms

The University intends to renovate Burrowes Building located in the historic core of our campus. Charles Klauder designed the original central section which was dedicated in 1940; two wings were added in the 1960's. The 112,600 GSF facility houses offices for The College of the Liberal Arts and is in dire need to modernize its MEP systems.

Our goals include:

- Upgrading the MEP systems.
- Connecting the building to the campus central chilled water system.
- Replacing windows and exterior doors. Extensive building envelope work is not in the scope of this project.
- Implementing minor interior architectural reconfigurations, particularly in the two wings.
- Addressing accessibility issues.
- In keeping with our commitment to environmental sustainability we expect that this facility will, at a minimum, attain USGBC's LEED Certified Level.

This project will be phased with the first phase addressing the original central part of the building of approximately 49,600 GSF and a total project budget, including soft costs and FF&E, currently estimated at \$21,000,000. Subsequent phases will address the North and South wings, each approximately 31,500 GSF with a total project budget of an additional \$10,100,000 and \$10,200,000 respectively. The scope of work of this letter is limited to program validation followed by complete design of phase one and schematic design of the remaining scope. We expect to begin program validation immediately and start construction for phase 1 in early Fall 2013. At this point we have not established a schedule for the subsequent phases.

If your firm is interested in pursuing this project, please submit the following:

1. A brief statement detailing your firm's unique qualifications for designing facilities of this type and scope. Include a sampling of your previous relevant experience and graphic examples representative of your architectural designs.
2. Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. To indicate to the Screening Committee your understanding of the uniqueness of this project, discuss some of the issues that are important in the design of a project of this type.

Please submit to my office eight hard copies of your response by noon on March 9, 2012 and limit your submission to five, single sided pages. Please include the name and email address of your firm's contact

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individual for this project. If you have any questions regarding this request please contact Chad Spackman, the Project Manager, at 814-865-9454 or cws4@psu.edu.

The University will use a qualifications based selection process with long list, short list and interviews. The Screening Committee will select a long list of approximately ten firms from the respondents to this letter. A Request for Proposals (RFP) will be posted to this website by March 20, 2012. The RFPs will be due in my office at noon on April 12, 2012. Three firms will be chosen from the RFP respondents and interviewed around April 30, 2012. The results will be announced at the Board of Trustees meeting on May 4, 2012 and posted to this website.

Sincerely,

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cc: Screening Committee