

Architect and Engineer Selection

PURPOSE:

To set OPP policy for Architect and Engineer Selection for any new building, building addition, building alteration and infrastructure project.

POLICY:

The policy for Architect and Engineer Selection is contained in Bylaws and Standing Orders of the Board of Trustees (BOT). The authority for execution of the policy is delegated to the Office of Physical Plant as indicated in Policy AD38 which states "As delegated from the Board of Trustees of The Pennsylvania State University through the appropriate administrative officers, the Office of Physical Plant (OPP) is responsible for the maintenance and operations of all University-owned facilities at all University locations (including research centers and campuses). Also, the design and construction, directly or via contract, of all renovations and remodeling of existing University-owned structures, and for all new construction, is the responsibility of the OPP."

PROCEDURE:

The Architect and Engineer selection process is based on the cost of the project as shown below:

Factors:

Factors to be considered in selecting an Architect or Engineer include: the technical qualifications and experience of the firm's proposed design team, including any consultants; resources of the firm and any consultants; the quality of design provided as evidenced by completed projects; the evaluation of the firm given by prior clients; assessment of the firm's ability to respond to Penn State's planning and design philosophy; response time; and review of the firm's fee schedule.

Minor Construction (All facilities with a total project cost under \$5,000,000 including: new buildings, additions, renovations and infrastructure projects):

The selection procedure is handled within OPP.

For projects with a total project cost of less than \$1,000,000:

The Project Leader selects the firm from a short list of two or three professional firms. The criteria for selection include the factors listed above, with emphasis on response time and fee for the project. The Project Leader places a brief statement in the project file with the rationale for selecting the successful firm and notifies the Director of Design and Construction or the Director of Commonwealth Services as applicable and the University Architect.

For projects with a total project cost between \$1,000,000 and \$4,999,999:

A Selection Committee is established prior to the selection process. This Committee is composed of the Project Leader, the University Architect and the User Group representative(s).

The Project Leader issues a Request for Proposals to a list of six to ten firms compiled by the Committee. The Committee reviews and evaluates the responses and selects three firms to interview.

A non-binding fee proposal is requested from the long-listed firms; fee is only considered if there appears to be a major discrepancy.

The firm selected is hired to do the design if a mutually satisfactory fee can be negotiated. If not, the second-ranking firm is contacted, and so on.

Depending on the scope and prominence of the project, the Director of Design and Construction or the Director of Commonwealth Services, as applicable, the Director of Campus Planning and Design, and/or the Associate Vice-President for Physical Plant may participate in the screening and/or interview processes. If they do not, the University Architect and the Project Leader provide them with a summary of the selection process and recommendation and secure their approval.

Major Construction (All facilities with a total project cost of \$5,000,000 or above including: new buildings, additions, renovations and infrastructure projects):

The architect selection process for major construction projects consists of the following steps: letter of interest, long list, short list, and interviews.

A Screening Committee is formed for each project consisting of the University Architect, the Director of Campus Planning and Design, the Project Leader, the Director of SALA, and two or three User Group representatives.

The University Architect posts a Letter-of-Interest to the OPP website describing the project and requesting of responding firms their general qualifications and a brief explanation of their understanding of the type of project being considered. Submission requirements, selection process description and relevant dates are included.

The Screening Committee selects between eight and twelve firms from the respondents to the Letter-of-Interest. A detailed RFP is then posted to the website identifying the long-listed firms and selection schedule.

The Screening Committee reviews the responses from the long-listed firms and typically selects three firms to be interviewed by the Subcommittee on Architect/Engineer Selection of the Board of Trustees, the Screening Committee, the Senior Vice-President for Finance and Business and the Associate Vice-President for Physical Plant. Special circumstances may warrant that four or five firms be interviewed; the Associate Vice-

President for Physical Plant and Senior Vice-President for Finance and Business will determine that need.

A non-binding fee proposal is requested from the long-listed firms; fee is only considered if there appears to be a major discrepancy.

The Subcommittee on Architect/Engineer Selection ranks the firms and recommends appointment of the top firm to the Committee on Finance and Physical Plant and the full Board of Trustees. Pending successful fee negotiation, the firm is hired; otherwise, the second firm is contacted and so on.

Feasibility Studies:

A Selection Committee is established prior to the selection process. This Committee is composed of the Project Leader, the University Architect and User Group representative(s).

The Project Leader issues a Request for Proposals that includes a non-binding fee proposal to a list of four to eight firms compiled by the Committee. The Committee reviews and evaluates the responses and determines whether interviews are necessary. If so, it selects three firms to interview; otherwise, it makes a direct selection from the proposals. The firm selected is hired to do the design if a mutually satisfactory fee can be negotiated. If not, the second-ranking firm is contacted, and so on.

The University Architect and the Project Leader will provide the Director of Design and Construction or the Director of Commonwealth Services, as applicable, the Director of Campus Planning and Design, and the Associate Vice-President for Physical Plant with a summary of the selection process and result.

Firms commissioned to perform feasibility studies are clearly informed that when the project advances to the design phase, they will have to compete in an open selection process and will get no special consideration.

Information contained in the feasibility study will be shared as deemed appropriate (partially or in total) with all firms submitting for the design of that project.

Use the following Architect and Engineer Selection Chart for quick reference:

ARCHITECT AND ENGINEER SELECTION

| | <u>Amount</u> | <u>Method</u> | <u>Selector</u> | <u>Approver</u> |
|--------------------|----------------------------|--------------------------------------|-----------------|---|
| Minor Construction | Under \$1,000,000 | Short List | PL | N/A (Notify UA, Director, D&C or CS) |
| | \$1,000,000 to \$4,999,999 | Long List Short List Interview | PL UA, UG | Director, D&C or CS Director, CP&D*, AVP* |

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|---------------------|-----------------------|--|--------------------------------------|---|
| Major Construction | \$5,000,000 and above | Letter of Interest Long List, Short List, Interview | BOT AE Selection Sub-Committee | BOT |
| Feasibility Studies | | Long List Short List Interview | PL UA, UG | N/A (Notify Director, D&C or CS, Director CP&D, AVP) |

*May participate in the screening and/or interview processes.