



Office of Physical Plant
Physical Plant Building
University Park, PA 16802-1118

Date: August 20, 2021

Subject: **Request for Proposals (RFP) – Architect/Engineering (A/E) Team Selection
Environmental Health and Safety (EH&S) Chemical and Radiation Waste Accumulation Facility,
project**
University Park, PA

To: Gannett Fleming Architects, Inc.
Jacobs Wyper Architects
R3A Architecture

REQUEST FOR PROPOSALS - PART 1 PROJECT INFORMATION and OWNER REQUIREMENTS

The Pennsylvania State University (PSU) wants to first thank the submitting teams that expressed interest in this project. After careful review of the submitted Letters of Interest, we congratulate the (3) A/E teams, listed above, who were selected to continue to the next step in the process: invitation to respond to this Request for Proposal (RFP). PSU uses a qualifications-based A/E Team Selection Process with three assessments: Long-list (based on Letter of Interest), Short-list (based on Proposal responses), and in-person Interviews. This specific A/E Selection process is as follows.

Proposal responses are due in my office by **Noon on September 10, 2021**. After review of Proposal responses, the Screening Committee will identify three firms for in-person interviews. The **Short-List/ Interview Notice will be posted to website on September 24, 2021**. Interviews will occur on **October 8, 2021. Please plan for in-person interviews at State College, PA, but we could change to a virtual interview format.** Non-Binding Fees will be requested of the three Short-Listed teams, for each project, which will be due just prior to the respective Interview.

The results of the AE Team selection process will be posted to the OPP website:
<https://opp.psu.edu/planningdesignconstruction/project-bidsproposals>.

Participation in this RFP and selection process is voluntary and at no cost or obligation to PSU. PSU reserves the right to waive any informality in any or all Proposals, and to reject or accept any Proposal or portion thereof. PSU reserves the right to modify dates as/if it deems necessary.

Confidentiality and Non-Disclosure. News releases pertaining to this project will not be made without prior approval from PSU, and then only in coordination with PSU. The contents of all A/E selection process correspondence are to remain confidential, and as such, not be made public.

A. PROJECT OVERVIEW

The Office of Physical Plant (OPP) is the administrative unit of the University responsible for the stewardship of the University's physical assets. OPP cares for the daily operations and maintenance

of over 900 buildings and the infrastructure on the University Park campus, as well as administering real estate and overseeing the planning, design, and construction of capital facilities for the entire University, including Commonwealth Campuses. The Department of Environmental Health and Safety (EH&S) is part of OPP charged with overseeing health and safety, environmental protection, and hazardous materials management. EH&S is responsible for developing, implementing, and promoting programs to maintain a safe and healthy environment for the University community throughout a multi-campus system. EH&S has five core groups consisting of Environmental Protection, Hazardous Materials, Laboratory and Research Safety, Radiation Protection, and Workplace Safety. Through these core areas, EH&S provides leadership at all levels of the University to maintain a healthy workplace and to protect the environment.

The Environmental and Radiation Protection teams within EH&S provide regulatory compliance oversight for the University's chemical, radiation, and Universal waste management activities. These materials are generated by ~ 1,000 research/teaching laboratories and operational support activities (e.g., hotel/restaurants, airport, maintenance, etc.), across the University Park campus. EH&S contracts with a qualified vendor to assist with portions of the waste collection, consolidation, chemical material profiling and packaging activities. The current facilities utilized by EH&S are undersized and outdated to manage the volume of waste being generated safely and efficiently. The overall objective is to design and construct a single secure facility to consolidate operations, provide sufficient space for storage, loading/unloading, personnel support, proper mechanical, plumbing, and containment in compliance with federal/state waste regulations.

B. PROJECT-SPECIFIC INFORMATION AND PROGRAM

The EH&S Chemical and Radiation Accumulation Facility is planned as a new freestanding facility on an open field northwest of the University Park Fleet Operations on University Park Campus, with an anticipated Total Project Cost of \$7.2M. The building will be approximately 11,000 Gross Square Feet and will contain processing, pour off, packaging, and storage areas for both chemical and radiation waste, offices, and support areas. This project is the confluence of two main drivers: Combination and replacement of three existing disjointed facilities including Chemical Processing and Storage Building located on PSU's University Park campus on Big Hollow Road, Radiation Processing and Storage on University Park Campus in the Academic Projects Building and also Universal Waste from the Bar Pit on Fox Hollow Road; and helping to build and establish a facility that brings this facility into a compliant, well-functioning facility for Environmental Health and Safety.

We are seeking proven A/E team experience leading and executing similar design efforts and require the A/E team to guide the design process including the client engagement effort. PSU/EH&S need to finalize facility needs along with the design and construction of the EH&S Replacement Building. As stated, PSU Planning Design and Properties along with Project Management has identified a large site Northwest of Fleet Operations.

While PSU will work with the selected A/E team to further develop the goals/objectives of this project, as a critical step in design, we have identified some initial guiding principles for the project:

- Create a secure, flexible facility to meet the needs of EH&S.
- Create a facility that flows as one facility while keeping the chemical and radiation processing and storage needs separate.

- The exact building/site arrangement needs to be identified within the design process, guided by the A/E Team. Importantly, this includes providing access, maneuverability, and loading dock(s) for daily operations and bi-weekly 18-wheel truck pickups.
- Due to the nature of this facility, designer will need to work with PSU Engineering Services throughout the process to develop and facilitate the implementation of adequate containment/secondary containment to protect the PSU community.
- Document and execute safeguards for the nearby wellhead protection area to ensure safe practices for a building of this type.
- Meet EH&S requirements for volume of storage needs for chemicals, both flammable and non-flammable, as well as radioactive material and separation of these spaces.

C. PROJECT-SPECIFIC INFORMATION AND PROGRAM

PSU anticipates executing the Architect-Engineer contract shortly after team selection. The design efforts will start upon execution of the agreement. We anticipate the design to be completed by **August 2022**. The goal is to navigate the PSU PDRB and BOT to have the building constructed and ready for occupancy in September 2023.

The selected A/E Team will begin the project with verifying the program and a site evaluation of the selected site northwest of PSU Fleet Operations. After the program/site evaluation phase, the project will follow the standard design phases – SD, DD, CD and CA Phases in accordance with Penn State’s standard 1-P agreement. PSU will share the building program at the Request for Proposal (RFP) stage.

D. A/E TEAM SELECTION PROCESS and PROJECT SCHEDULE MILESTONES

• RFP Issued to Long-Listed Teams:	August 20, 2021
• A/E Proposal Submissions Due:	Noon (Eastern Standard), September 10, 2021
• Post Short-List results + Interview notice:	September 24, 2021
• A/E Team Interviews:	October 8, 2021
• Board of Trustees Selection of Team + Post Results:	May 8, 2020
• Contract Award / Letter of Intent:	December 2021
• Completion of Construction Document Phase:	August 2022
• Construction Start Date	September 2022
• Project Occupancy	September 2023

E. PROJECT DELIVERY METHOD and PROJECT DELIVERY REQUIREMENTS

Penn State University and the Office of the Physical Plant (OPP) require a high level of collaboration to ensure project success. **The final selected A/E design team must establish a process for the design, documentation, and execution of the project.**

The project will be designed and constructed in conjunction with a Construction Manager Agent (CMA). The successful A/E Team will work closely with the CMA throughout design and construction phases. The A/E team and CMA will separately develop parallel cost estimates, which will be

reconciled at the end of project phases. Confirmation of being within the project budget is required before PSU will allow the A/E Team to proceed to each subsequent project phase.

The selected A/E Team will begin this project with program validation, which will include: Site design/concept design phase. The program validation will include confirming or revising tabular/space program, space adjacency diagrams, site/building diagrams, and room data sheets that provide detailed room-by-room info.

After program validation, PSU follows industry-standard design Phases (Schematic Design, Design Development, Construction Documents, Bidding Phase, and Construction Administration) in accordance with Penn State's standard 1-P agreement.

F. ADDITIONAL OWNER REQUIREMENTS

It is required that a Pennsylvania registered architects and engineers stamp the final construction and bidding documents.

All team members must be willing to submit to a background check and clearances if deemed necessary for the project.

It is critically important that the Architectural/Engineering team have experience with:

1. Design of similar facilities; Expertise/understanding of Chemical Waste Handling and Storage.
2. Design of similar facilities; Expertise/understanding of Radiation Waste Handling & Storage.
3. Chemical and Radiation Waste containment and code compliance.
4. Facility designs that are cost effective, well thought-through, long-lasting, and flexible.

G. RFP ATTACHMENTS AND REFERENCED STANDARDS:

- **You will receive a link to the Study document previously competed via Microsoft OneDrive in your e-mail provided during the Letter of Interest phase.**
- **Form of Agreement.** Included is the link to our Form of Agreement 1-P:
<https://wikispaces.psu.edu/display/OPPDCS/Division+00+-+Procurement+and+Contracting+Requirements>.
Please review this agreement to ensure that your firm accepts all terms and conditions as written. In submitting a proposal for this project, you acknowledge that you concur, without exception, with all terms, conditions and provisions of Form of Agreement 1-P.
- **Design Phase Deliverables.** Reference this document under the heading *00 51 00 MISCELLANEOUS FORMS* at the following link:
<https://wikispaces.psu.edu/display/OPPDCS/Division+00+-+Procurement+and+Contracting+Requirements>
- **Office of the Physical Plan (OPP) Standards.** The web sites www.opp.psu.edu and <https://wikispaces.psu.edu/display/OPPDCS/Design+and+Construction+Standards> provide information regarding specific design submission requirements and standards, of the University. Please review to ensure that your team is able to deliver a compliant building.

- **OPP High Performance Standards.** The University has a commitment to environmental stewardship with a focus on University and campus-wide carbon reduction and total-cost-of-ownership. Our projects require maximum consideration of potential sustainable and energy-efficient designs and specifications for architectural, site, utility, structural, mechanical, electrical, and plumbing disciplines. Refer to the following link for the University's high performance standards that exceed building code minimum requirements:
<https://wikispaces.psu.edu/display/OPPDCS/01+80+00+PERFORMANCE+REQUIREMENTS>

A part of this is PSU's High-Performance Building Design Standards: Building projects shall comply with ASHRAE Standard 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings, 2010 version AND as superseded by more stringent requirements of ASHRAE Standard 189.1 Standard for the Design of High-Performance Green Buildings, 2011 version.

H. PRE-PROPOSAL SUBMISSION CONTACT

Contact Jason Smith at 814.863.4370 or jrs399@psu.edu with any questions regarding the project.

Campus Planning, design-related, or A/E selection-process questions should be directed to Greg Kufner, University Architect.

[Continue to the next section of the RFP]

REQUEST FOR PROPOSALS - PART 2 PROPOSAL REQUIREMENTS

Deliver one (1) digital copy of your Proposal via e-mail to:

Greg Kufner, AIA, NCARB

gak21@psu.edu

&

Jason Smith

jrs399@psu.edu

A PDF version of your proposal should be delivered via e-mail by noon EST on September 10, 2021. Proposals received after this date and time may be automatically rejected. Proposals shall be provided in an 8.5"x 11" format. Limit submission to twenty-eight (28) single-sided pages maximum (14 double-sided), plus a cover letter. Font size is to be 10-point type, minimum.

A cover letter shall be provided from the proposed leader(s) of the Candidate Team submitting. The cover letter should be one page maximum. The cover letter should include the following:

- A. This letter should establish the contact information (name, address, phone, and e-mail) for your team's main point of contact
- B. Primary office location of the submitting candidate team
- C. A concise summary as to why your team is best suited for this project
- D. Statement of certification that all information provided in your submittal is accurate

Layout proposals according to the following four (4) Sections:

Proposals shall follow the below format, in the order stated to ensure that all pertinent information necessary for evaluation is included and easily comparable by Selection Committee. The cover letter, table of contents, and divider pages will not count towards the RFP page limitation. OPP encourages you to be as brief as possible without sacrificing accuracy and completeness.

*** Note 1: As applicable throughout the proposal, provide professional credit to architectural partners (including design architect, architect of record, and academic / lab planning partners) for all projects discussed within the proposal and for all project images shown.**

Section 1.0 –TEAM STRUCTURE

- A. Identify prime firm, architecture and/or planning consultants, and key engineering/consultant firms. For each firm, identify the firm differentiators, size of firm, each firm's qualifications and experience on similar projects, and clearly identify each firm's role on this project. Identify past collaboration between prime firm and key consultants, including number/ value of projects, and the added benefit the key consultants provide to your team.

Penn State University values variety in the composition of consultant teams. As such, teams should demonstrate previous successful collaboration, execution of projects similar to the

ones in this RFP, and the ability to incorporate owner's design standards similar to the Penn State Design and Construction Standards. While we appreciate firms with experience at PSU we do not have a preferred vendor list and encourage the selection of the best talent possible for our projects.

- B. **Provide team organizational chart.** Include prime and key consultant firms and provide the name and role of key team members. Clearly identify which team members are designated for leadership positions on the team. Please highlight Diverse Business Enterprise Program (DBE) representation on your team.
- C. **Provide role descriptions and resumes of key team members identified in the organizational chart.** Include registrations/ certifications, educational background, years of experience, and relevant project experience. Relevant project experience should include size, budget, program type, project overview, and define what each team member's role was on each project listed on their resume. Emphasize each team member's most relevant experience and ideally highlight that the team member has had comparable roles on similar projects. Include at least two client references for each key team member. **If possible, please avoid using Penn State employees as references.**

Include resumes for, at least, the following key team members:

1. Principal in Charge (Project Team Lead)
2. Project Manager (PSU's day-to-day point of contact)
3. Chemical and radiation waste handling subject matter expert
4. Project Architect (Architectural Technical Lead)
5. Civil and/or site designer
6. Lead Mechanical, Electrical, Plumbing/FP, Structural Engineers
7. Construction Administration Leader (Construction oversight leader)
8. Cost Estimator

Note: If any individual(s) is fulfilling multiple project roles, identify multiple roles on the organizational chart and within individual resumes.

Section 2.0 – TEAM QUALIFICATIONS

- A. Provide a summary of qualifications and expertise of the firms with specific emphasis on:
1. Design Excellence, including national recognitions.
 2. Distinguishing factors of team differentiation.
 3. Experience delivering programs, studies and projects of a similar scope, scale, and complexity. **(See Note 1)**
 4. Highlight experience/expertise with the following:
 - A. Design of similar facilities; Expertise/understanding of Chemical Waste Handling and Storage.
 - B. Design of similar facilities; Expertise/understanding of Radiation Waste Handling and Storage.
 - C. Chemical and Radiation Waste containment and code compliance.
 - D. Creation of facilities that are cost effective, well thought-through, long-lasting, and flexible.**(See Note 1)**

- B. **Identify a minimum of five (5) example projects, or studies, within the last ten (10) years, which BEST exemplify qualifications and expertise listed above for the proposed team.** Include brief description of each project, project gross square feet, project budget, final project cost, and completion date of project and a client reference(s). Consider/convey the relevance of each project and how it is like this project. **(See Note 1)**

To the greatest extent possible highlight waste management facilities.

Within this section of you Proposal and/or throughout your proposal, explain experience with relevant standards for a chemical and radiation waste management facility and your experience/ability to translate such standards into a building design. Please reference attached Study document for known relevant standards, but please expand of the standards, based on your experience with facilities like this.

- C. **Project Relevancy Matrix.** Develop a matrix that illustrates the similarities between the example projects and this project. Please be as specific to our project, as possible.
- D. **People-Projects Matrix.** Develop a matrix to show the participation of key individuals from your proposed architectural and engineering team on the example projects. List individual's role on example projects.
- E. **Diverse Business Enterprise.** The Pennsylvania State University encourages the participation of Minority Business Enterprises, Women Business Enterprises, Veteran Business Enterprises, Service-Disabled Veteran Business Enterprises, and LGBT Business Enterprises; collectively referred to as Diverse Business Enterprise (DBE) for Design Professionals.

Briefly describe your proposed methodology to include Diverse Business Enterprise participation for this project. This may include, but not limited to partnerships, joint ventures, mentor/mentee protégé program, or other outreach efforts. Participating firms should specify whether the professional or consultants being proposed is a current DBE firm. If the proposing firm itself is a current Diverse Business Enterprise, the firm should state that fact in their proposal.

Submitting A/E team are encouraged to include at least one (1) certified DBE design professional firm as part of their team. If the proposing firm itself is a current Diverse Business Enterprise, the firm should state that fact in their proposal. Below is a partial list of acceptable certifying agencies:

1. Department of General Services Bureau of Small Business Opportunities (DGS BSBO)
2. Federal Department of Transportation
3. National Minority Development Council (NMSDC) or its affiliates
4. Southern PA Transportation Authority (SEPTA)
5. Women Business Enterprise National Council (WBENC)
6. Pennsylvania Unified Certification Program (PA UCP)
7. National Women Business Owners Corporation (NWBOC)
8. Minority Business Enterprise Council (MBEC)
9. National Gay and Lesbian Chamber of Commerce (NGLCC)
10. U. S. Department of Veteran Affairs (VOB/SDVOB)

* Or comparable state agencies or regulating bodies in other states or local jurisdictions.

- F. List errors and omissions insurance coverage limits of the lead/ prime entity of the candidate team. Provide information on errors and omissions claims in the last seven (7) years.
- G. Provide historic breakdown of project performance. Include project delivery method, history of project budgets compared to completed construction cost, history of change orders, average response time to RFIs, and any other key project profiles relevant to this project.
- H. Acknowledgment of your review and acceptance of the attached Form of Agreement 1-P, ensuring that your firm accepts all terms and conditions as written. In submitting a proposal for this project, you concur, without exception, with all terms, conditions, and provisions of this Form of Agreement.

Section 3.0 – PROJECT APPROACH AND SCHEDULE

- A. **Describe your team’s proposed design approach for this project.** Be as specific to our project as possible. Discuss, at the least, your approach to the following:
 - 1. Project visioning and project mission/goal setting. And your approach to then establishing a design process that works to achieve the project vision and goals.
 - 2. Validating the project program and gaining knowledge of the project brief. Additionally, describe any programming/building planning tools, benchmarking tools, and/or other firm-specific methodologies to assist in the design of our project.
 - 3. How the initial project phase leads into the Concept Design and/or Schematic Design Phase of the project.
 - 4. Developing building planning options and/or overall building design schemes. Approach to developing programmatic ‘blocking and stacking’ options that explore gallery and/or programmatic adjacencies.
 - 5. Working with PSU to analyze, compare/contrast different design options.
 - 6. Developing the interior/ exterior “look and feel” of the new building, particularly the level of advancement at the various project phases.
 - 7. Use of BIM and other technology.
- B. **Approach to project delivery.** After program validation, PSU typically follows industry-standard design Phases (Schematic Design, Design Development, Construction Documents, Bidding Phase, and Construction Administration) in accordance with Penn State’s standard 1-P agreement. At least, describe your team’s overall approach to:
 - 1. Meeting the schedule parameters.
 - 2. Planning, managing, and executing the project.
 - 3. Consensus building and guiding stakeholders through decision-making process(es)
 - 4. Creating a collaborative environment between architects, engineering consultants, and PSU stakeholders.
 - 5. Working with PSU’s third-party Construction Manager Agent (CMA) throughout design and construction phases. Describe previous success delivering projects with a CMA. Identify potential innovative strategies that you consider using in the design, procurement, and construction of the project, while maintaining quality and uncompromised project goals (example: Design Assist).
 - 6. Identify key risks to project schedule and strategy for mitigating

- C. **Approach to Cost Control.** Delivering our project on budget is critical. So, provide your approach to manage costs through all design and construction phases, especially considering currently escalating construction costs. Additionally, provide the following:
1. Highlight your process of cost estimating, scope/budget alignment and cost/quality control through the design and construction phases.
 2. Define critical factors with respect to the project budget.
 3. Provide your impression of the project budget.
 4. Identify key risk to project budget and strategy for mitigating
- D. **Approach to MEP and building system design.** Narrative approach to MEP planning/ design/ delivery of facility that will contain programs and space types as noted herein. Be specific with your experience and highlight your project type expertise.

Explain your MEP approach for a waste management facility, like described herein. Within your response discuss the most relevant topics, which could include: code/ industry/safety/fire/code standards, redundant systems, e-power, etc.

Explain your experience designing MEP systems to consider O&M (operations and maintenance) considerations, including how to access and maintain equipment over time via Prevention-through-Design, Safety-by-Design, and Safe Access considerations.

- E. **Approach to Sustainability.** After reviewing PSU's High-Performance Standards, describe your team's approach to driving towards PSU's sustainability goals on the project, including exceeding our standards. Highlight your experience meeting similar high-performance standards and describe overall team commitment to sustainable design (including number of completed LEED projects).
- F. Briefly describe your approach to Penn State reviews, PSU design reviews, and jurisdictional reviews. With assistance of the University, the selected AE team will be responsible for securing any/all local municipal reviews, Labor & Industry reviews and/or permits that are required. Any fees associated with permits shall be paid for by the Professional and will be reimbursed by the University.
- G. **Project Staffing/Workload.** Verify the entire A/E team's availability to successfully staff the project, immediately, given our project schedule and other A/E Team workload.
- H. **Graphic Schedule.** Create a graphic project schedule showing phase durations, owner engagement and review periods, and identify critical path items, milestones, and schedule drivers. This can be 11x17 and will only count as a single page.

Section 4.0 – PROJECT-SPECIFIC KEY DRIVERS AND IDEAS

- A. **Project Understanding.** Briefly demonstrate your understanding of the project. Provide any observations of the project program or other provided information.
- B. To indicate your understanding of the uniqueness of this project, describe key project drivers, critical design elements, and potential constructability considerations your team has

identified as a priority for this specific project. Discuss how you addressed similar issues on other projects.

If important to your team, discuss an example project(s), highly relevant to our project, in more detail than your Section 2 response may allow. Include insights into what made the example project(s) successful, including how those design intentions were translated into a meaningful and synthesized final solution.

- C. Provide any initial design ideas, thoughts, or considerations regarding the project. We are not seeking design solutions, but rather your design thinking. Considerations may include your thoughts/opinions related to the project site area, site design, environmental considerations, programmatic and/or thematic considerations, building massing and/or any other design considerations.

Thank you for your anticipated participation in this A/E Team Selection process. The Pennsylvania State University looks forward to reviewing your responsive proposal for this important project.

Please feel free to contact me with any questions you may have.

Respectfully,

Greg Kufner, AIA, NCARB



University Architect

The Pennsylvania State University

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Email: gak21@psu.edu

CC: EH&S Chemical and Radiation Accumulation Facility Screening Committee