



DATE: August 27, 2014

SUBJECT: Findlay Dining Commons Renovation,
University Park

TO: Short Listed Teams

Alexander/Bruner Cott
High Construction Company/Marshall Craft Associates
Turner/WTW

The Screening Committee has selected the above listed teams for submission to the Board of Trustees Subcommittee on Architect/Engineer Selection. Interviews will be conducted at The Penn Stater Conference Center, University Park on Monday September 8, 2014. The interview schedule is as follows:

Alexander/Bruner Cott	3:00 P.M. – 4:15 P.M.	Room 406 204
High/MCA	4:30 P.M. – 5:45 P.M.	Room 405 205
Turner/WTW	6:00 P.M. – 7:15 P.M.	Room 406 204

Each team will be limited to no more than 50 minutes for their presentation allowing us 25 minutes for follow-up questions. The interview rooms will be available half an hour before your assigned time. I urge you to use the time wisely and refrain from simply repeating the material already submitted in your proposal. We are most interested in your approach to our specific project, your understanding of the key issues that will shape it, and any initial broad ideas or concepts that you may have developed during this process. It is most important to us that the key team members assigned to this project and any major consultants be present for the interview; however, please limit the number of team attendees to nine. A projection screen will be provided for your use.

In the event that your team is selected, we will show the Board of Trustees examples representative of your architectural designs; with this in mind, we require that you submit to us photographs in digital format no later than 12:00 noon on Monday September 15, 2014. Requirements for the photographs are described in the attached sheet. It is important that the photographs be representative of the type of project and function that we are addressing. In addition, I have also included a diagram of the interview room.

The result of the interviews will be announced at the Board of Trustees meeting on Friday September 19, 2014 and posted to our website.

Please do not hesitate to call me if we can be of further assistance.

Sincerely,

David Zehngut
University Architect
(814) 863-3158, E-mail dxz3@psu.edu

ATTACHMENT A

BREAKDOWN OF PROPOSED PROJECT FEES

- 1. CM Preconstruction Fee: \$ _____

- 2. AE Fee & Reimbursable Expenses (Include all phases from Schematic Design to Record Drawings/Closeout.)
 - a. AE Fee: \$ _____

 - b. Reimbursable Expenses: \$ _____

- 3. Design Builder Fee: _____ %

- 4. Additional Services (not included above): \$ _____
 - a. Include site survey and any other services you are proposing, e.g., document review, facilitation, and colocation. List each additional service below.

Provide this sheet no later than 3 p.m., two business days prior to your interview. Deliver in PDF format via email to Rich O’Donald at reo100@psu.edu.

Note that we would like you to include abatement work as part of the GMP.



REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS

Examples of built projects by members of the Design/Build entity 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).

The CM and the Architect, each, should submit approximately (12) high quality exterior and (6) high quality interior photos, including a very brief description of each photo. Photos must be of BUILT projects and should be relevant to the proposed project. Joint projects are preferred. 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 on CD-rom.

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.

Board of Trustees Architect / Engineering Interview Room Layout

