

DATE: December 20, 2010

SUBJECT: Intramural Building Addition and Renovation,  
University Park

TO: Short Listed Firms

Cannon Design/WTW  
Hastings+Chivetta/CFB  
Moody Nolan/APA

The Screening Committee has selected the above listed firms for submission to the Board of Trustees Subcommittee on Architect Selection. Interviews will be conducted at The Penn Stater Conference Center, University Park on Wednesday January 19, 2011. The interview schedule is as follows:

Cannon Design/WTW	1:30 P.M. – 2:30 P.M.	Room 108
Hastings+Chivetta/CFB	2:40 P.M. – 3:40 P.M.	Room 107
Moody Nolan/APA	3:50 P.M. – 4:50 P.M.	Room 108

Each team will be limited to no more than 40 minutes for their presentation allowing us 20 minutes for follow-up questions. 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 five. A screen and three easels will be provided for your use. A floor plan of the interview room is enclosed with this letter.

In the event that your firm is selected, we will show the Board of Trustees examples representative of your work; with this in mind, we require that you submit to us photographs in digital format no later than 12:00 noon on Monday January 17, 2011. 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.

The result of the interviews will be announced at the Board of Trustees meeting on Friday January 21, 2011 and posted to our website.

Please do not hesitate to call me if you have any questions or if we can be of further assistance. Please note that the University will be closed from December 22, 2010 to January 3, 2011.

Sincerely,

David Zehngut  
University Architect  
(814) 863-3158, fax (814) 863-7757,  
E-mail dxz3@psu.edu

Enclosures

cc: A. G. Horvath, Screening Committee



## **REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS**

Examples of the Architect's / Engineers' built projects 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 onto a large screen in a dimly lit room.

Approximately (12) high quality exterior and (6) high quality interior photos should be submitted along with a very brief description of each photo. Photos must be of BUILT projects and should be relevant to the proposed project. 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 with a 6.5" x 10" dimension at a maximum resolution of 220pixels/inch)

Preferred photo formats: .tif, .jpg, .gif for use in a PC environment

File transfer methods:

-email is preferred with a maximum attachment file size of about 5mb/email.

-Files may be zipped (compressed) using WinZip and/or emailed individually.

-photos on CD-rom are acceptable.

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](mailto: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

