

DATE: October 9, 2019

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering Team Selection
Physics Building and Osmond Renovation**
University Park, PA

TO: **Short-Listed A/E Teams**
HDR
Wilson HGA
ZGF Architects LLP

Short-Listed Teams:

Thank you to all 10 Long-Listed firms for their submissions. The Screening Committee has selected the above three (3) teams as the Short-List for this project. These three (3) A/E Teams will interview for the project at The Penn Stater Hotel and Conference Center in State College, PA on **October 31, 2019** with the following schedule. The order of interviews was randomly selected.

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
The Penn Stater - Room 106	8:15 A.M. – 9:50 A.M.	Interview – ZGF Architects, LLC
The Penn Stater - Room 108	10:00 A.M. – 11:35 A.M.	Interview – HDR
The Penn Stater - Room 106	11:45 A.M. – 1:20 P.M.	Interview – Wilson HGA

The interview rooms will be available half an hour before your assigned time. A projection screen will be provided for your use with connectivity via laptop (IBM compatible) or USB thumb drive. Projector, access to internet, or technology needs are your responsibility. Teams can correspond with The Penn Stater directly, for assistance. Bring an extra copy of your presentation, via thumb drive, for Penn State’s use.

The interview format will be 55-minute presentation (including your team introductions), followed by a 40-minute question and answer session. If time is left within your Q+A time, you will be given time for a closing.

Your team should clearly describe why you believe you are the best team for the project, including explanation of your team’s differentiators. As a part of the presentation, we request that you address the following topics. Present this information in the format, topic duration, and arrangement of information, best suited to your team.

- **Team and Experience:** Introduce interview team members and their role on the project. Review overall team organizational chart and identify the role of key team members/ consultants. Briefly summarize how your specific team’s experience is relevant to this project.
- **Project Schedule/ Staffing:**
 - Overall impression of the schedule: Is it achievable? Do you have proposed revisions?
 - Directly address your team’s availability, specifically considering other project/firm workload.
- **Project Approach:** Describe your approach to project success, including, but not limited to:
 - Describe the role of the client/user in your process, including what you need from us.
 - Discuss how you propose to begin your efforts on this project (project’s first ~60 to ~90 days).
 - Describe how the architectural, engineering, and academic/lab planning teams will interact with each other and with project stakeholders at different stages of the project. Identify which team members will lead critical project efforts and/or major project phases.

- Approach to multiple-prime contracting and how you will work with PSU, the third-party Construction Manager as Agent, and Prime Contractors through design, bidding & construction.
- MEP system design and achieving PSU's high performance and sustainability standards.
- **Cost Control:** Describe your cost control approach, including, but not limited to:
 - Discuss your impression of the budget. Identify major cost risks and mitigation techniques.
 - What strategies will be used to ensure the Schematic Designs for each of the project phases are executable within the overall project budget? How is project cost/scope managed throughout?
- **Project-Specific and Program:**
 - Provide your understanding of the project. Provide your impression of the *Osmond Laboratory Renovation and Expansion Feasibility Study* and/or other provided project information.
 - Highlight your team's expertise in delivering buildings with similar programs, including: physics research labs, instructional labs, general purpose classrooms, informal learning spaces, university workplaces, and collaboration areas. Discuss potential innovations, trends, benchmarks, etc.
 - Discuss ways to achieve a programmatically/functionally successful facility. What strategies can be employed to build/maintain departmental identity, collaboration, and cohesion within these new facilities and across multiple Physics facilities?
 - Discuss your process of developing project options and how your team will test different options.
- **Site/ Design Ideas:**
 - Discuss the site opportunities, including: existing campus conditions, building siting/massing, sustainability, etc. How can this project transform the site into a campus-centric space?
 - Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project that will seek to mesh a wide range of University, College and Department goals. Note: We do not expect final design solutions.

Limit your team's attendance to nine (9) people. We strongly prefer to meet with the key contacts for the project that will be working with us on a daily basis. Executive level representation that will not actively participate in the design and construction phases should not attend. In preparation for these interviews, the following documents are provided:

- **Sample Interview Room layout**
- **Non-Binding Fee Form.** Complete and email to Greg Kufner gak21@psu.edu by 12:00 noon EST on October 29, 2019.
- **Photo requirements.** 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 of your work. Requirements for the photographs are described in the attached sheet, but generally photos from your proposal are advisable. It is important that the photographs of projects that are programmatically/functionally similar to the Osmond-Physics project. Email to Madeline Cantú mac56@psu.edu by 12:00 noon EST on October 29, 2019.

The result of the interviews will be announced at the Board of Trustees meeting on Friday, November 15, 2019 and posted to our website. Questions, comments, or information requests should be directed to myself (info below) or Monica Reed at 814.863.5765 or mjr204@psu.edu.

Sincerely,

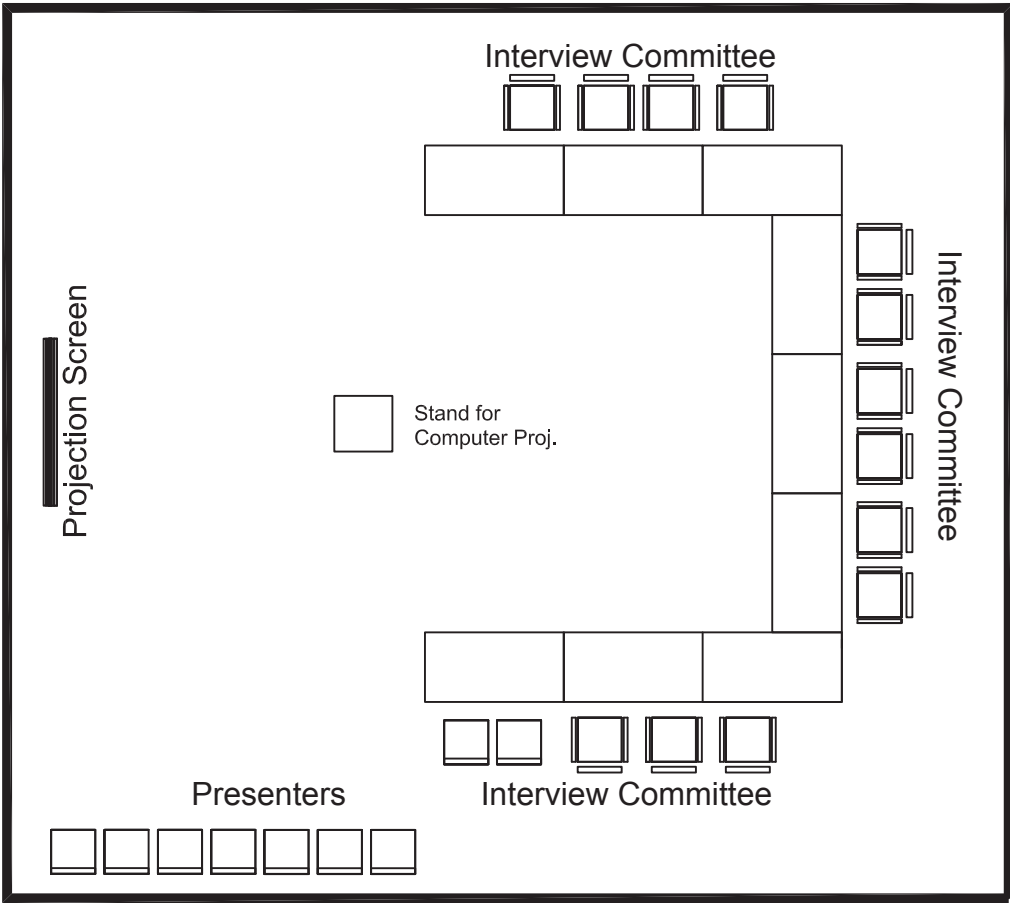
Greg Kufner, AIA, NCARB



University Architect
 The Pennsylvania State University
 206 Physical Plant Building, University Park, PA 16802
 Direct: (814) 865-8177 | Mobile: (614) 512-2287
 Office: (814) 865-4402 | Email: gak21@psu.edu

CC: Osmond-Physics Screening Committee

Board of Trustees Architect / Engineering Interview Room Layout





NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE

Project: **Physics Building and Osmond Renovation**
University Park, PA

Firm Name: _____

	<u>Hours</u>	<u>Fee</u>
Program Verification & Concept	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
* Construction Administration	_____	_____
Subtotal	_____	_____
Reimbursables (allowance)	_____	_____
Total	=====	=====

Important notes and additional information:

- Firms are ranked based on the in-person interviews. Fees are only considered if there appears to be a major discrepancy in the provided fees.
- Include fees/costs for ALL consultants, broken down into the above project phases.
- In addition to the above, please include a listing of your billable rates that will be used for this project.
- * Note for Construction Administration (CA) fee: Base the fee on the RFP's project schedule. The project is expected to be implemented over the next 4 years, so assume CA completion of the final project phase by January 2024.

Return completed form and billable rates, via email only to gak21@psu.edu by 12:00pm Eastern Standard Time (EST) on October 29, 2019. No hard copy is required.

Greg Kufner, AIA NCARB
University Architect
The Pennsylvania State University
206 Physical Plant Building
University Park, PA 16802-1118
Phone (814) 865-8177, E-mail: gak21@psu.edu

REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS

Examples of the Architect's / Engineers's 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 with a 16:9 aspect ratio (widescreen).

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 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 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.