



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

DATE: July 12, 2021

SUBJECT: **Request for Letters of Interest (R/LOI) - Architect/ Engineer (A/E) Team Selection Environmental Health and Safety (EH&S) Chemical and Radiation Waste Accumulation Facility, project**  
University Park, PA

TO: Architectural Firms

The Pennsylvania State University (PSU) is excited to begin the Architecture/Engineering (A/E) Team selection process for the **Environmental Health and Safety (EH&S) Chemical and Radiation Waste Accumulation Facility, project**. PSU is utilizing our standard qualification-based A/E Team selection process for this project.

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 The current facilities utilized by EH&S are undersized and outdated to manage the volume of waste being generated safely and efficiently.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.

#### **PROJECT OVERVIEW, PROJECT PROGRAM AND GOALS**

**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 North west of Fleet Operations.

- The ideal location within this site needs identified within the design along with providing access and maneuverability 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 these safeguards for the wellhead protection area and ensure safe practices for a building of this type.
- EH&S has requirements for volume of storage needs for chemicals, both flammable and non-flammable, as well as radioactive material and separation of these spaces.
- 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.

### **PROJECT SCHEDULE, DELIVERY METHOD, and OWNER REQUIREMENTS**

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 **April 2022**. The goal is to navigate the PSU PDRB and BOT to have the building constructed and ready for occupancy in August 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.

#### **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 and Storage.
3. Chemical and Radiation Waste containment and code compliance.
4. Creation of facilities that are cost effective, well thought-through, long-lasting, and flexible.

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

The successful A/E Team will work in conjunction with PSU’s selected third-party Construction Manager Agent throughout the design and construction phases. For each project, both the design and construction teams will perform parallel cost estimating.

The prime firm (contract holder) of the final selected A/E Team will be entering into agreement with Penn State utilizing the 1-P Form of agreement found at the following link. By submitting, firms agree to terms conditions herein:

<https://wikispaces.psu.edu/display/OPPD/CS/Division+00+-+Procurement+and+Contracting+Requirements>

## **ARCHITECT/ENGINEER (A/E) TEAM SELECTION PROCESS AND SCHEDULE**

**The University will perform a three-step A/E team selection process each of these projects with three assessments: Letter of Interest, Proposals, and In-Person Interviews. The A/E selection process for each of these projects will be separate and distinct.**

This is the process to select the full A/E design team, including: the architectural team (including master planning, programming, building design through construction administration), engineering team, and specialty consultants. It is at your discretion what level you define your proposed A/E team. The next step of the process, each of the invited architectural firms will create and define their entire proposed design team.

### **A/E Team Selection Schedule**

- Interested Lead/Prime firms must submit an electronic copy of your Letter of Interest by Noon, Eastern Standard Time (EST) on August 6, 2021. See email addresses to send to, below.
- The Screening Committee will review the respondents to this Request for Letters of Interest and determine a long list of firms.
- The long-listed firms will be invited to respond to a Request for Proposal, both of which will be posted to this website by the end-of-day on August 20, 2021.
- Proposal responses from the long-listed teams will be due electronically at Noon EST on September 10, 2021.
- Three short-listed firms will be chosen from the RFP respondents. The short-list results and interview notice will be posted to this website by the end-of-day on September 24, 2021.
- Interviews will occur on October 8, 2021. The interviews are likely to take place in-person. Make sure to plan accordingly.

## **LETTER OF INTEREST SUBMISSION REQUIREMENTS**

**If your firm/team is interested in pursuing this project, please submit a Letter of Interest that, at the least, includes the following:**

1. A brief statement detailing your firm's profile (firm size, characteristics, unique qualifications, etc.). There is no requirement to identify the full A/E team at this stage, but you may identify any key partners/consultants at your discretion.
  2. Outline your firm's experience in the planning/design/execution of facilities of a similar program, scope, size, complexity, and campus setting. Convey your firm's experience programming, planning, and delivering similar buildings.
  3. Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. To demonstrate your understanding of the uniqueness of this project, discuss some of the key issues that are important in the design of a project of this type.
  4. Within your Letter of Interest, include a sampling of your previous relevant experience and provide illustrative examples representative of your architectural design, ideally for similar projects.
- \* As applicable throughout your Letter of Interest, 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.**

Please limit your submission to five (5) total, single sided, 8-1/2 x 11 pages in the electronic document. If a cover letter is included, it must be within the five (5) pages. Send the submission electronically to

[gak21@psu.edu](mailto:gak21@psu.edu) and [jrs399@psu.edu](mailto:jrs399@psu.edu) by the submission deadline. Include the name and email address of your team's main contact for the A/E selection process within your submission.

PSU encourages you to visit the public areas of the campus/site during this A/E selection process, but guided campus/site tours are not provided at this step in the selection process. We will arrange scheduled visits later in the selection process.

Participation in this A/E Team selection process is voluntary and at no cost or obligation to The Pennsylvania State University. PSU reserves the right to waive any informality, in any or all submissions, and to reject any submission 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. All information, documents, and correspondence shared within the A/E selection process are to remain confidential, and as such, are not be made public in any manner.

Please contact myself or Facility Project Manager, Jason Smith (814-863-4370 or [jrs399@psu.edu](mailto:jrs399@psu.edu)), with any questions regarding the projects or the A/E selection process.

Kindest Regards,

Greg Kufner, AIA, NCARB



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CC: Screening Committee