



DATE: December 21, 2010

SUBJECT: South Halls Renovation,
University Park

TO: Long Listed Teams

Alexander / Noelker & Hull
Barton Malow / Clark Nexsen
Benchmark / IKM
L. F. Driscoll / Burt Hill
P.J. Dick / WTW
Poole Anderson / Hoffman
Skanska / KSS
Turner / H2L2
Tutor Perini / Kling Stubbins
Whiting-Turner / Newman

Congratulations, your team has been selected as one of the teams on the long list for the design and construction of the above referenced project. The Screening Committee will review responses to this Request for Proposals and select a short list of three teams who will be interviewed by the Architect / Engineer Selection Subcommittee of the Board of Trustees.

It is necessary that you provide us with the information requested in the **Proposal Submission Requirements** no later than **January 18, 2011 at Noon**. Please answer all of the questions in the order requested. This will provide uniform information on all firms for evaluation and ultimate presentation to the Board of Trustees. We encourage you to be as brief as possible without sacrificing accuracy and completeness. Please submit to my office **fifteen** copies of your proposal. I encourage you to visit the site and discuss the project with representatives from PSU Housing and the Office of Physical Plant in order to understand our goals and the major issues driving this project. To schedule your site visit please contact Mike Leakey, the Project Manager at 814.865.1333 or jml217@psu.edu. Please contact me if you have any campus planning or process questions.

To assist with the understanding of the project, we will make available excerpts from the Hoffman/Alexander feasibility and logistics study. The study includes information concerning ancillary utility and site projects that will require coordination with the South Halls Renovation project. The intent is not to inhibit design and construction ideas but to provide a common base of understanding to all teams. Finally, we will also make available a copy of our Design-Build

Contract w/ General Conditions to ensure that your firm accepts all terms and conditions as written.

The total scope and budget for the project is \$65,000,000 as previously described in the original RFQ document dated November 16, 2010. At this point, we are committing \$30,000,000 for the design and construction of two of the four residence halls. This first phase will include the schematic design of the remaining two residence halls and Redifer Commons. We are not committing to completion of any subsequent phase. We expect design to commence immediately with occupancy of Phase I by June 1, 2013.

Three teams will be chosen from the RFP respondents by **January 31, 2011** and results posted to our web site. The selected teams will then be required to submit a proposed schematic design of the exterior architectural elements of the project including a cost estimate and relevant construction methodologies. That submission will be due in my office by **Noon on March 1, 2011**. The Architect / Engineer Selection Subcommittee of the University's Board of Trustees will interview the three firms during the week of **March 14, 2011**. The results of the interviews will be announced at the Board of Trustees meeting on **March 18, 2011** and immediately posted to our web site.

We appreciate your cooperation and interest in preparing this material. Please do not hesitate to call Mike or me if you have any other questions. Please note that the University will be closed from December 22, 2010 to January 3, 2011.

Sincerely,

David Zehngut
University Architect
207 Physical Plant
University Park, PA 16802
(814) 863-3158, fax (814) 863-7757
E-mail dxz3@psu.edu

Enclosures

cc: Screening Committee Members
A. G. Horvath

**South Halls Renovation,
University Park**

Proposal Submission Requirements

The following items of information must be supplied to the University. We have made no attempt to provide sufficient space below for you to fill in blanks but expect that you will provide the information requested on your own letterhead paper. **Failure to answer all questions will be reason for disqualifying your team from further consideration.** Please provide **fifteen** copies of all material submitted. The deadline for submission is **January 18, 2011 at Noon.**

1. Briefly outline your project specific Design-Build approach. Please further describe why your Design-Build approach to this project will be successful.
2. Please clearly indicate any previous Design-Build projects completed by the proposed design and construction firms as a team. Provide client references for these projects (email and phone numbers, please ensure they are accurate).
3. In addition to any further thoughts you might have on the essence of this project, we would like to see additional evidence of your firm's ability to translate design intentions into a meaningful project. Therefore, please discuss in detail, but in no more than one or two pages, an example from your portfolio relevant to our project that best indicates the appropriate resolution of an understanding of the uniqueness of a project, design intentions, and translation of those design intentions into a meaningful and synthesized final solution.
4. Provide the qualifications and experience of the lead design and construction team members, **including consultants**, to be assigned to this project. Provide a clear indication of the roles to be performed by each **individual**. Please be very specific regarding the personal involvement and on-site participation of each lead **individual**. An **organization chart** is preferred as a visual.
5. Please list all consultant firms proposed for this project:

Structural Engineers, Mechanical Engineers, Electrical Engineers, Landscape Architects, Interior Designers, Cost Estimators, Construction Managers, Design-Assist Contractors, Others?

Provide firm name, number of projects worked with your firm, total construction volume, number of personnel within each firm, and number of personnel with a professional registration.

6. Outline the experience of the Design-Build team and any consultants in the design and construction of facilities similar to the ones proposed (college and other), completed or under construction during the past ten years. List for each the completion date, final construction cost and gross square feet provided, and be very specific about the services provided by your firm. Identify those specific projects included in the proposed design team experience listed in #4 above.

7. Provide evidence of the team's commitment to sustainable design that is relevant to this type of project.
8. List five client references for similar scope projects completed during the past ten years, giving name, email, and telephone number. In order to give us an indication of your cost control track record, please **provide accurate and complete data indicating the gross square foot area, the design estimated cost, bid cost, the final total construction cost and the bid date for each project.** Please explain the reason for any major discrepancies between estimated, bid and final construction costs. Please make sure the telephone number and email of each client reference is current. Reference letters from the clients listed is preferred but optional.
9. Provide graphic examples of selected projects personally done by **the lead design architect**, including brief description and completion date.
10. Please provide a proposed design and construction milestone schedule for each component of this project in graphic form allowing three weeks for any necessary Penn State University reviews. Assume the design process will start at the end of March 2011.
11. Outline the estimating and cost control methodology you plan to implement on this project.
12. Provide a draft site logistics plan for each phase of the project. Include a narrative to assist with our understanding of how you intend to control and access the project site during construction.
13. Provide a draft project specific BIM implementation plan outlining the uses of BIM throughout the design and construction process and list the benefits to both the project and PSU.
14. List any additional applications of Information Technology other than BIM that you are planning to utilize on this project.
15. Outline your strategy to maximize MBE/WBE participation for consultants and contractors. What is your expected percentage of MBE/WBE contractor participation based on your experience and/or knowledge of building at PSU?
16. Provide a concise summary narrative as to why your team is best suited for this project.
17. List errors and omissions insurance coverage.
18. Provide proof of bonding capacity.