PENNSTATE

DATE: January 6, 2014

SUBJECT: Baker Engineering and Science Building Renovation,
             Penn State Beaver

TO: Short Listed Firms

             DRS Architects
             Renaissance 3 Architects
             Stantec

I am pleased to inform you that the above listed firms have been chosen to be interviewed by the Screening Committee in anticipation of selecting a team for appointment by the Board of Trustees.

Interviews will be conducted at The Penn Stater Conference Center, University Park on Tuesday, January 14, 2014. The interview schedule is as follows:

DRS Architects	9:15 A.M. – 10:15 A.M.	Room 106
Renaissance 3 Architects	10:25 A.M. – 11:25 A.M.	Room 105
Stantec	11:35 A.M. – 12:35 P.M.	Room 106

Each firm will be limited to no more than 40 minutes for their presentation allowing us 20 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 five. A projection screen will be provided for your use.
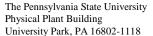
In the event that your firm is selected, we will show the Board of Trustees examples representative of your work; with this in mind, we require that you submit to us photographs in digital format no later than 12:00 noon on Monday January 13, 2014. Requirements for the photographs are described in the 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 January 17, 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

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 presented via widescreen LED monitors.

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 16:9 aspect ratio 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
(814) 863-4242

Please don't hesitate to call or email with any questions or concerns.

Board of Trustees Architect / Engineering Interview Room Layout

Selection Committee

(1) 7' Wide Projection Screen

Stand for Computer Proj.

Selection Committee

AE Firm

Selection Committee