

DATE: May 30, 2019

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering (A/E) Team Selection
DuBois Multipurpose Building Renovation and Addition**
Penn State DuBois

TO: **Short-Listed Teams**
Bostwick Design + SPORTSPLAN
Crawford Architects, LLC
Kimmel Bogrette Architecture + Site

Short-Listed Teams:

The Screening Committee met to determine the short list for this project and has selected the above three (3) teams as the Short-List for this project. These three (3) firms will interview for the project at The Penn Stater Hotel and Conference Center in State College, PA on **June 27, 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. – 9:35 A.M.	Interview – Kimmel Bogrette
The Penn Stater - Room 104	9:45 A.M. – 11:05 A.M.	Interview – Bostwick Design
The Penn Stater - Room 106	11:15 A.M. – 12:35 P.M.	Interview – Crawford Architects

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 a 45-minute presentation (including your introductions), followed by a 35-minute question and answer session. If time is left within your Q+A time, you will be given time for a closing. Clearly describe why you believe you are the best team for the project, including explanation of your team's differentiators and team personality. In the presentation, please 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 interviewees and provide a detailed description of their role on the project. Review overall team (organizational chart) and identify the responsibilities of the entire A/E Team.
 - Discuss your expertise in delivering buildings with similar programs, including the following space types: Gymnasiums, weight/fitness rooms, health services, athletic training and therapy, locker rooms. Discuss relevant project type topics, which may include grossing factors, trends, benchmarking, and/or other design factors specific to this project type.
- **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.
 - 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. Also, identify which team members will lead critical project efforts, tasks, phases, etc.
 - Discuss your approach to identifying actionable project drivers with project stakeholders and your team's experience and/or ability to connect project drivers into realized design solutions.

- Identify the criteria (and/or approach) to establish priorities and make design decisions?
- Discuss your overall approach to any technical considerations, MEP or building system design and achieving PSU's high performance and sustainability standards.
- **Project Schedule/ Staffing.** Describe your approach to achieving the project schedule, including:
 - Overall impression of the schedule: is it achievable? Do you have proposed revisions?
 - Identify critical path items, milestones, risks, and/or schedule drivers.
 - Directly address your team's availability, especially considering other project/firm workload.
- **Cost Control.** Describe your cost control approach, including, but not limited to:
 - Outline critical factors to consider with respect to the project budget.
 - Discuss your impression of the budget. Identify major risks and mitigation techniques.
 - What strategies will be used to ensure the Conceptual/Schematic designs are executable within the project budget? How will project cost/scope be managed dynamically through the project?
- **Project-Specific and Design Ideas:**
 - Discuss your project understanding and/or impressions of the provided project information.
 - Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. Provide evidence of your ability to translate design intentions into a meaningful project.
 - Provide your specific insight regarding design/planning trends, student/user trends, precedents/benchmarking/exemplars, and/or other considerations for recreation/wellness facilities, especially within a higher education setting.
 - Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. We do not expect final design solutions.
 - Given the "front door" location, how can this project add to campus landscape/environment?

Limit your team's attendance to eight (8) 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 implementation of the project 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 June 24, 2019.
- **Photo requirements.** In the event that your team is selected, we will show the Board of Trustees examples representative of your architectural designs. Therefore, we require that you submit to us photographs of your work. Requirements for the photographs are described on the attached sheet, but generally photos from your proposal are advisable. It is important that the photographs be representative of the type of project and function similar to this project.
Email to Madeline Cantú mac56@psu.edu by 12:00 noon EST on June 24, 2019.

The result of the interviews will be announced at the Board of Trustees meeting on Friday, July 19, 2019 and promptly posted to our website. Questions, comments, or information requests should be directed to myself and/or facility project manager Doug Wenger (JDW132@psu.edu and/or 814-863-9622) with any questions regarding the project.

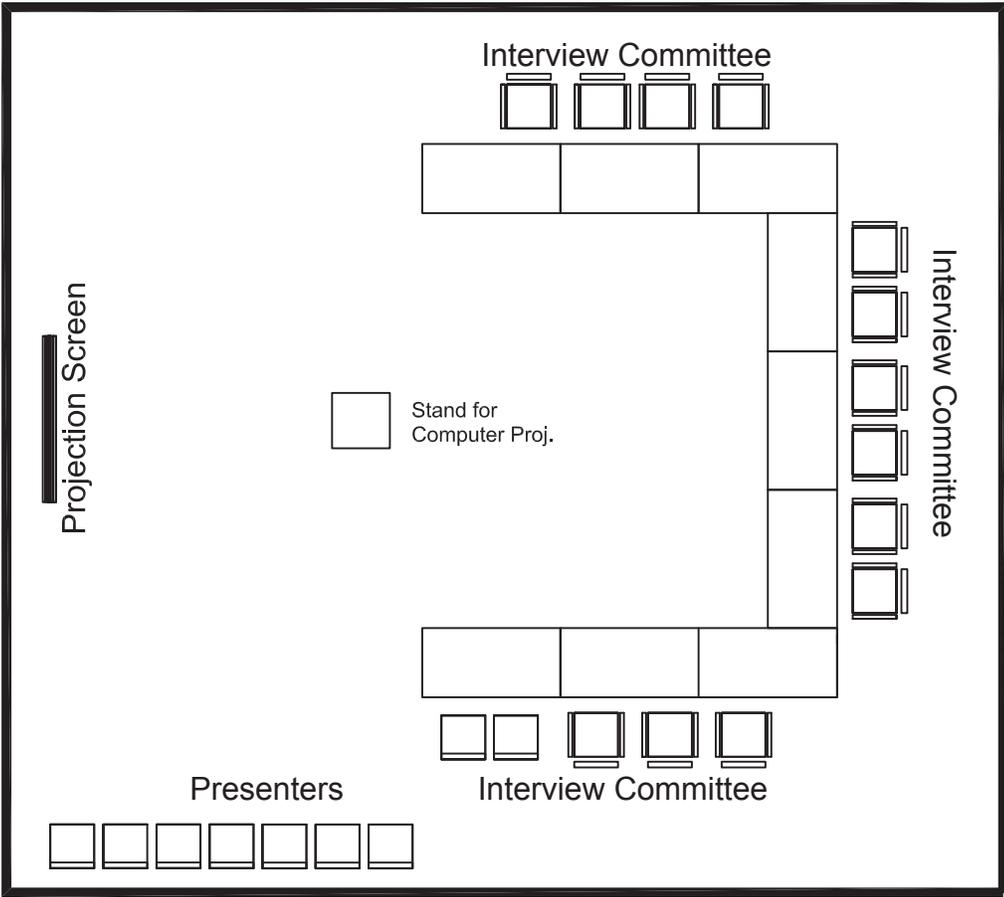
Greg Kufner, AIA, NCARB



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 The Pennsylvania State University
 206 Physical Plant Building, University Park, PA 16802
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CC: Screening Committee

Board of Trustees Architect / Engineering Interview Room Layout





NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE

Project: DuBois Multipurpose Building Renovation and Addition
Penn State DuBois

Firm Name: _____

	<u>Hours</u>	<u>Fee</u>
Program Verification & Site Analysis	_____	_____
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 phases.
- In addition to the above, please include a listing of your billable rates that will be used for this project.

Return completed form and billable rates, via email only to gak21@psu.edu by 12:00pm Eastern Standard Time (EST) on June 24, 2019.

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.