

DATE: March 15, 2019

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering (A/E) Team Selection  
Erie Hall Replacement**  
Penn State Behrend, Erie, PA

TO: **Short-Listed Teams**  
Moody Nolan, Inc.  
Sasaki + Weber Murphy Fox Architects (WMF)  
Solomon Cordwell Buenz (SCB)

Short-Listed Teams:

The Screening Committee met to determine the short list for this project. The Screening Committee 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 Bryce Jordan Center (BJC), University Park, PA on **April 3, 2019** with the following schedule. The order of interviews was randomly selected.

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
<b>Bryce Jordan Center – Founders Room</b>	<b>8:20 A.M. – 9:40 A.M.</b>	<b>Interview – Moody Nolan</b>
<b>Bryce Jordan Center - Room F</b>	<b>9:50 A.M. – 11:10 A.M.</b>	<b>Interview – Sasaki + WMF</b>
<b>Bryce Jordan Center – Founders Room</b>	<b>11:20 A.M. – 12:40 P.M.</b>	<b>Interview – SCB</b>

The interview rooms will be available half an hour before your assigned time. A projection screen and projector are provided for your use with connectivity via laptop (IBM compatible) or USB thumb drive. Access to the internet or other technology needs are your responsibility. Teams should correspond with The Bryce Jordan Center (BJC) directly for further assistance. Contact Anna Merhazion, BJC Catering Specialist at 814-865-8023 or [anb5108@psu.edu](mailto:anb5108@psu.edu)). **Bring an extra copy of your presentation, via thumb drive, for Penn State’s use.**

All interview participants will enter the BJC at the Founders Entrance. Interview participants need to park at the metered parking spaces, not far from the entrance.

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, locker rooms/ team support, activity spaces (including fitness rooms), athletic offices/administration, public spaces, police services, and personal counseling. Discuss relevant project type topics, which may include grossing factors, trends, benchmarking, and/or other design factors specific to this project type.

- **Briefly describe your approach to this project, including:**
  - How does your team propose to execute the initial phase of the project, including: program validation, gaining project/user knowledge and verifying project assumptions, identifying needs & actionable project drivers. What criteria is used to establish priorities and make design decisions?
  - How the architectural, engineering, and consultant firms will interact with each other and how they will interact with PSU stakeholders and the CM at Risk at different phases of the project.
  - Describe the role of the client/user in your process, including what you need from us.
  - Approach to achieving the defined project schedule.
  - Approach to cost control for the project. Discuss your impression of the project budget.
  - Provide your team's thoughts related to any technical considerations, MEP or building system design, project and/or construction phasing, etc.
  
- **Project-Specific and Design Ideas:**
  - Discuss your project understanding and/or impressions of the provided project information.
  - Given that the program elements have varying levels of functional synergies, describe how you will achieve a cohesive facility that also deal with required privacy and security needs.
  - Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. In particular, discuss the project site with respect to the goals of the project and the ability of this project to work toward realizing the campus master plan vision for this precinct. We do not expect final design solutions to be presented. Rather, we want to hear what your team believes to be the critical design issues for this project/program and ways you could address these key issues.
  - Discuss how you would work with PSU to develop conceptual plan options, finalize the exact building siting and site/landscape arrangement, and develop the "look and feel" of the facility.

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](mailto:gak21@psu.edu) by 12:00 noon EST on March 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. 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](mailto:mac56@psu.edu) by 12:00 noon EST on March 29, 2019.

The result of the interviews will be announced at the Board of Trustees meeting on Friday, May 3, 2019 and promptly posted to our website. Questions, comments, or information requests should be directed to myself and/or facility project manager Marcus Marasco (814-865-6197 and/or [mam326@psu.edu](mailto:mam326@psu.edu))

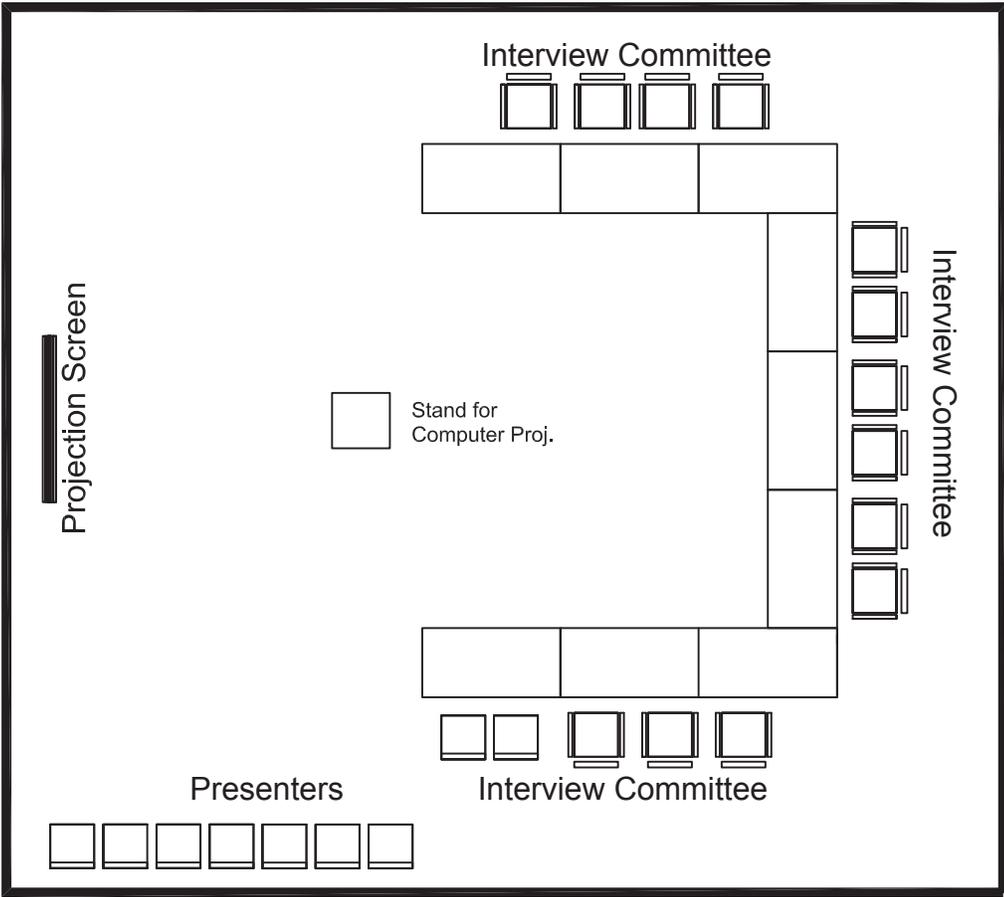
Greg Kufner, AIA, NCARB



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CC: Screening Committee

# Board of Trustees Architect / Engineering Interview Room Layout





**NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE**

Project: Erie Hall Replacement  
Penn State Behrend, Erie, PA

Firm Name: \_\_\_\_\_

	<u>Hours</u>	<u>Fee</u>
Programming and Site Analysis	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
Construction Administration	_____	_____
Subtotal	_____	_____
Reimbursables (allowance)	_____	_____
<b>Total</b>	=====	=====

**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, in a separate sealed package, under separate cover, by 12:00 noon EST on March 29, 2019. Email to [gak21@psu.edu](mailto:gak21@psu.edu).

Greg Kufner, AIA NCARB  
University Architect  
The Pennsylvania State University  
200 Physical Plant Building  
University Park, PA 16802-1118  
Phone (814) 865-8177, E-mail: [gak21@psu.edu](mailto: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](mailto:mac56@psu.edu)  
(814) 863-4242

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