

DATE: March 19, 2019

SUBJECT: **Request for Letter of Interest - Architecture / Engineering (A/E) Team Selection**  
**DuBois Multipurpose Building Renovation and Addition**  
Penn State DuBois

TO: Architectural Firms

The Pennsylvania State University is excited to begin the Architecture-Engineering Team Selection process for the Penn State DuBois Multipurpose Building Renovation and Addition project. The project will provide improved recreational, fitness and athletic program elements along with enhancing the existing campus aesthetic and character.

#### PROJECT OVERVIEW

The Multipurpose Building, originally constructed in 1966, has remained largely the same for the past 50 years with only minor reconfigurations. Today the Multipurpose Building serves as the Penn State DuBois indoor facility for athletic programs, physical activity courses, intramural programs, general recreational activities, special events, wildlife studies and physical therapy. The existing 31,350 gross square foot building includes a gymnasium, fitness room, offices, locker rooms, classrooms and labs. The intent of this project is to renew the entire building's systems and fully address the ongoing space needs to support current programs and broader campus aspirations.

#### PROJECT PROGRAM AND GOALS

It is anticipated that the Wildlife Studies and Physical Therapy programs and associated support and offices spaces will be relocated to the Smeal Building to better utilize academic spaces across campus and return the focus of the Multipurpose Building to serve the athletic, fitness, recreation and event needs of the student population. The relocation of these two programs is to be included in this project.

The goals of the project include the following:

- Provide adequate facilities to support NCAA athletic programs, enhance the DuBois athletics brand and improve recruiting and retention
- Provide adequate recreational, fitness and athletic programs for Students and Student Athletes
- Improve interior circulation especially as it pertains to accessibility to all building levels.
- Renew the existing building infrastructure systems, including building envelop and mechanical systems.
- Create an expansion that will enhance the existing campus aesthetic and character
- In keeping with our commitment to environmental sustainability, we expect that this facility will be seeking a minimum LEED Certification.

The project's new construction will support program space for an auxiliary gym, lobby entrance, athletic training and meeting spaces. The existing building will be renovated to include an auxiliary gym, concessions, fitness, locker rooms, health center, and exercise studio.

The University has completed a concept level program document with the assistance of Weber Murphy Fox, which will be shared in the next phase selection process. The program document defines a building of 31,350 gross square feet. This project will feature up to 14,000 GSF of new construction and 30,000 SF of renovation to the Multipurpose Building and 5,700 SF of renovation to the Smeal Building.

Review and verification of the program will be the initial project phase for the selected project team. After the program validation phases, the project will follow the standard design phases: SD, DD, CD and CA Phases.

#### PROJECT COST, SCHEDULE AND DELIVERY METHOD

The total project budget, including soft costs and FF&E is \$15,000,000. This is divided into \$11.1M for construction, \$1.8M in soft costs, \$1.6M in contingency and \$0.5M for FF&E. More details on the budget will be shared with the long-listed teams. The successful A/E firm will be expected to work in conjunction with a Construction Manager selected by the University throughout design and construction phases.

We anticipate the A/E agreement award following the team selection at the July 2019 Board of Trustee meeting. We anticipate final plan approval by November 2020 with construction to start in December 2020. The expected construction completion date is July 2022. Site tours are not necessary at this step in the selection process, as this can overwhelm the occupants. We will arrange for scheduled visits with the long-listed teams.

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

**The University will use a qualifications-based A/E team selection process with long-list, short-list and interviews, with the process as follows:**

- Letters of Interest due from interested lead firms by Noon Eastern Standard Time (EST) **April 4, 2019**.
- 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 **April 15, 2019**.
- Proposal responses from the Long-listed teams are due in my office at **Noon EST on May 8, 2019**.
- 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 **May 31, 2019**.
- In-person interviews will occur on **June 27, 2019 in at The Penn Stater Hotel and Conference Center in State College, PA**. This date will not change, so please plan accordingly.
- The results of the A/E Team selection process will be announced at the Board of Trustees meeting on **July 19, 2019** and posted to this website.

#### LETTER OF INTEREST SUBMISSION REQUIREMENTS

If your firm is interested in pursuing this project, please submit, at least, the following:

1. A brief statement detailing your firm's unique qualifications for designing facilities of a similar type, and size. Convey your firm's experience planning and delivering buildings with similar programs.
2. Include a sampling of your previous relevant experience and illustrative examples representative of your architectural designs.

3. Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. To indicate to the Screening Committee 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.
- \* **As applicable throughout your Letter of Interest, provide professional credit to architectural partners (including design architect, architect of record, and athletic / recreation planning partners) for all projects discussed within the proposal and for all project images shown.**

Please submit to my office nine (9) hard copies of your response by **Noon Eastern Standard Time (EST) on April 4, 2019**. Please limit your submission to five (5) total, single sided, 8-1/2 x 11 pages. If a cover letter is included, it must be within the five (5) pages. Send a PDF of the submission electronically to [gak21@psu.edu](mailto:gak21@psu.edu) and [jdw132@psu.edu](mailto:jdw132@psu.edu) by the submission deadline. Include the name and email address of your team's main contact for this project within the submission.

#### A/E TEAM EVALUATION CRITERIA

In the evaluation of Architecture/Engineering Teams, our evaluations will include the following criteria:

1. Firm, and proposed Team's experience in projects of this size, scope, and budget range; including additions and renovations to existing buildings.
2. Proven experience in planning, design, and delivery of indoor athletic and recreation facilities.
3. Proven experience in total building renovation and renewal.
4. Design ability, especially for projects of a similar scale within a campus environment
5. Architecture/Engineering Team experience together
6. Familiarity with Penn State and PSU/Office of Physical Plant (OPP) procedures, standards, etc.

Please contact myself or Commonwealth Services Project Manager, Doug Wenger at [JDW132@psu.edu](mailto:JDW132@psu.edu) and/or 814-863-9622 with any questions.

Kindest Regards,

Greg Kufner, AIA, NCARB



University Architect  
The Pennsylvania State University  
Direct: (814) 865-8177 | Mobile: (614) 512-2287  
Email: [gak21@psu.edu](mailto:gak21@psu.edu)

**Shipping Address (Note that this address has changed):**

**The Pennsylvania State University  
One Benedict House  
University Park, PA 16802**

CC: DuBois Screening Committee