

Date: January 30, 2018

Subject: Letter of Interest - Building Envelope Consulting Services
The Pennsylvania State University
University Park, Pennsylvania

To: Professional Consultants

The Office of Physical Plant at The Pennsylvania State University ("University") is seeking a building envelope consultant to facilitate the development of assessment criteria and standards for evaluation of building envelope systems. At this time, the University is particularly interested in developing these criteria for roofing and windows systems; however, may in the future desire to expand to other systems. The assessment criteria and standards for evaluation are ultimately used for strategic maintenance and capital planning decision making.

In general, the University wishes to closely mimic Army Corps of Engineers asset management models, where appropriate. The goals of the consultant will be to work with a variety of University stakeholders to develop/refine standards, models, algorithms and overall framework for:

- Inventorying of existing assets
- Systematic and consistent methods for assessing asset conditions
- Structured, objective condition rating systems
- Lifecycle determinations
- Rating and ranking procedures
- Objective, data-driven project prioritization

Once the algorithms are established, the data will ultimately be managed via an internally supported platform (not sought in this LOI).

It is the expectation that once these assessment criteria are developed these assets will be assessed by a variety of consultants and/or in-house staff across various Penn State campus locations. As such, these evaluation criteria must be succinctly and clearly defined in a format can be easily understood and transferred.

The University is not seeking, nor will accept, proprietary systems for data collection and management. Additionally, the University is not seeking consultants to perform the assessments at this time. Rather, the consultant is expected to **facilitate the development of the standards by which these assets are evaluated.**

The consultant must be qualified and prepared to provide a high level of facilitation and gather user input for each asset from a variety of University stakeholders including Work Control, Project Management, Design Services, Campus Planning & Design, Building & Grounds, and Trade Supervisors.

If you are interested in submitting a proposal for these services, please provide the following information:

1. Clearly identify the proposed design entities that make up your team and describe their legal structure (ie: joint venture, etc.).
2. Provide a statement detailing your team's unique qualifications for this project. Include a sampling of your previous relevant project experience. Clearly identify who from your team is responsible for the examples provided.
3. Discuss some of the key issues that, in your opinion, are important in the success in developing these standards and criteria.
4. A statement outlining your approach to facilitate this process and the added value to the project as a result of your team's approach.

Submissions shall be no more than five (5) single sided pages total. Include the name and email address of your team's contact individual for this project. The University reserves the right to waive any informality in any or all submissions, and to reject or accept any submission or portion thereof.

Letter of Interest Submission and Timeline

Responses are to be submitted in .pdf format via email to my attention at cmp33@psu.edu. Reference "PSU Building Envelope Consulting Services [your firm's name here]" as the subject line of your email. The electronic .pdf letter of interest is due by 12:00-noon, local time, on **February 13, 2018** (submissions that are received after 12:00-noon on February 13, 2018 may be barred from further consideration. If you have any questions regarding this request please submit in writing to cmp33@psu.edu no later than **12:00-noon on February 8, 2018**.

The University will use a qualifications based selection process with long list, short list and reserves the right to interview shortlisted firms.

Sincerely,

Christie M. Holloway

Christie M. Holloway, P.E.
Project Manager
Design and Construction