

DATE: February 27, 2023

SUBJECT: **Interview Notice – Team Selection**

University Park Campus Sustainable Landscape Implementation Plan, University Park, PA

TO:

- Biohabitats
- STIMSON

Short-Listed Teams:

After a review of Proposal responses, the Screening Committee has identified the above two (2) Teams for interviews for the Sustainable Landscapes Implementation Plan. These teams will participate in a virtual meeting with the selection committee on either March 16<sup>th</sup> or 17<sup>th</sup>. The interview order was randomly selected:

<b>Room</b>	<b>Time</b>	<b>Interviewing Team</b>
<b>Virtual Meeting 1: 3/16/23</b>	<b>12:40 PM – 2:00 PM</b>	<b>STIMSON</b>
<b>Virtual Meeting 2: 3/17/23</b>	<b>9:10 AM – 10:30 AM</b>	<b>Biohabitats</b>

As a guideline, we suggest the following interview format (but because of the unique nature of a virtual meeting your team may choose an alternative format – please coordinate with Derek Kalp within a week in advance): a 45-minute presentation (including your team introductions), followed by a 35-minute question and answer session. In addition to covering topics listed below, the Screening Committee requests that each team demonstrates a tool that will be beneficial to the planning process or conduct a workshop-like/interactive session that exemplifies how your team will execute the Sustainable Landscapes Implementation Plan. If time is left within your Q+A time, you will be given time for closing.

Penn State can set up a Zoom meeting and share a link with each team, or each team can determine the appropriate virtual meeting platform. For instance, some groups might want to create their meeting invitation and share with Penn State to prepare interactive tools ahead of time.

The Screening Committee in attendance will consist of stakeholders including the President of Eco Action student environmental club; staff from Penn State Office of Physical Plant's Division of Planning, Design & Properties and Landscape Services; staff from Penn State Outreach including the Arboretum, Sustainability Institute, & Shaver's Creek Environmental Center; and finally, Penn State professors in allied fields.

For the presentations, we request that the teams address the following four topics at a minimum:

- 1. Team and Experience. Briefly introduce interviewees and their role on the project.**
  - Review the overall team (organizational chart) and identify the role of key team members/consultants.
  - Recap overall lead firm and team experience with projects of a similar size, complexity, and programmatic uses.
  
- 2. 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 members of the team 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.
  - Because of the extensive work done previously, discuss your approach to identifying actionable project drivers with Penn State stakeholders and your team's experience and/or ability to connect project drivers into solutions. Identify the criteria (and/or approach) to establish priorities and make design decisions.
  
- 3. Project Schedule and Staffing. Provide your thoughts regarding a reasonable project schedule, engaging stakeholders, and staffing including:**
  - Overall length of time needed.
  - Engagement with students and faculty who are generally less available over summer breaks.
  - Identify critical path items, milestones, risks, and/or schedule drivers.
  - Directly address your team's availability, especially considering other ongoing projects and firm workload.
  
- 4. Project-Specific Consideration:**
  - Provide a project understanding.
  - Because the Penn State stakeholders have a deep understanding of the project background and analysis, discuss how you will elicit information to quickly establish a project vision, guiding principles, and work through planning scenarios.
  - Talk about the final deliverables and how they will be instructive to Penn State in creating an actionable implementation plan.
  
- 5. If important to your team, discuss trends and/or benchmarks specific to this project type.**

Penn State would like each virtual meeting platform to be open and available 10 minutes before your assigned time.

The Penn State selection committee would like to meet with the key personnel for the project that we will be working with most closely. Executive-level representation from consultant teams who will not actively participate in the project effort are not encouraged to attend.

In addition to preparing for your interview, please complete a Non-Binding Fee Form and email to Derek Kalp at [dlk153@psu.edu](mailto:dlk153@psu.edu) by close of business on March 15, 2023. These will be sealed and only reviewed after the selection committee has ranked the team. The top-ranked team will then begin a discussion with Penn State regarding scope and fee.

The result of the interviews will be announced to all short-listed teams shortly after the interviews. Questions, comments, or information requests should be directed to myself or Kurt Coduti, Project Leader at Penn State OPP at [khc3@psu.edu](mailto:khc3@psu.edu), (814) 863-4960 with any questions.

Penn State University appreciates your continued interest and efforts related to this important project!

Respectfully,

Derek Kalp  
The Pennsylvania State University  
204 Physical Plant Building  
University Park, PA 16802  
(814) 571-0152 (mobile)  
[dlk153@psu.edu](mailto:dlk153@psu.edu)

CC: Screening Committee