



Date: May 8, 2017

Subject: Letter of Intent: Willard Building Renovation  
University Park, PA

To: Architectural firms

The Pennsylvania State University intends to design a renovation to Willard Building. Willard is a 130,000 total gsf facility that was built in two eras. The original Willard Building, built in 1949, is approximately 60,000 gsf and houses the College of Communications, College of Liberal Arts and General Purpose Classrooms. The addition, built in 1965, is approximately 70,000 gsf and primarily houses General Purpose Classrooms.

The base scope of this project will include a renovation to the ground floor (~18,000 gsf) and part of the first floor (~5000 gsf) for the College of Communications, and HVAC improvements. The ground and first floor space has been assigned to the College to create a state of the art Broadcast studio and support facilities. The successful firm will first study the current space allocation, potential re-allocation and reconfiguration of the 1949 Willard Building. The recommendations of this effort will determine if further renovations should be considered.

We would like to design an HVAC system, or systems, for both buildings but if the HVAC portion of this project exceeds the budget the University will implement infrastructure upgrades in future phases. At this point we have not established a schedule for any subsequent HVAC improvement phases, however it is critical that the design is able to be implemented in such a way that allows continuity of operation. Energy calculations are a required deliverable as they will assist us in determining the payback for this work.

The total project budget, including soft costs and FF&E, is \$35,000,000. A high level program has been developed for the College of Communications portion of the project and it will be included in the RFP. Construction must start in December 2018 in order to meet a commitment to a donor, which would require design to be complete by September 2018 at the latest. The goals of the project include the following:

- Providing renovated space for the College of Communications. This includes creating a state of the art Broadcast Studio and support spaces, totaling approximately 23,000 gsf
- Studying current space allocation, inclusive of College of Liberal Arts and classrooms, within 1949 Willard
- Provide design strategies for replacement of the HVAC systems for the entire Willard Building.
- Addressing ADA accessibility issues
- Resurrecting the grand stair in the main lobby of 1949 Willard

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

1. A brief statement detailing your firm's unique qualifications for designing facilities of this type and scope. Include a sampling of your previous relevant experience and graphic examples representative of your architectural designs.
2. 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 issues that are important in the design of a project of this type.

Please submit to my office eight hard copies of your response by **Noon on May 30, 2017**, and limit your submission five (5), single sided, 8-1/2 x 11 pages. Send PDF version of the submission electronically to [gak21@psu.edu](mailto:gak21@psu.edu) and [mjr204@psu.edu](mailto:mjr204@psu.edu), no later than the submission deadline. Please include the name and email address of your firm's contact for this project. If you have questions regarding this submission please contact Monica Reed at [mjr204@psu.edu](mailto:mjr204@psu.edu) or 814.863.5765.

The University will use a qualifications based selection process with long list, short list and interviews. The Screening Committee will select a long list of approximately ten firms from the respondents to this letter. The long list and a Request for Proposals (RFP) will be posted to the website by **June 7, 2017**. The RFPs will be due in my office at **Noon on July 21, 2017**. Three firms will be chosen and will be interviewed on **September 7, 2017**. The successful firm will be announced at the Board of Trustees meeting on **September 15, 2017** and posted to this website.

Sincerely,

Greg Kufner, AIA, NCARB



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cc. Screening Committee, H.F. Stryker