



DATE: January 11, 2022

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering Team Selection
Computer Building Renovation**
University Park, PA

TO: **Short-Listed Teams:**

Burdette, Koehler, Murphy
HF Lenz
Vanderweil

The Selection Committee met to determine the short list and has selected the above three (3) teams as the short-list for this project.

These three (3) firms will interview for the project via zoom on **Friday, January 21, 2022**, with the following schedule. The order of interviews was randomly selected and zoom invitations will be sent directly to the short list.

8:10 am - 9:20 am	Vanderweil
9:30 am - 10:40 am	Burdette, Koehler, Murphy (BKM)
10:50 am - 12:00 pm	HF Lenz

The interview format will include a 5 minute introduction, a 30 minute presentation, a 30 minute question and answer session, and a 5 minute closing.

You should clearly describe why you believe you are the best team for the project, including your team's differentiators. As a part of the presentation, we request that you address the following topics at a minimum. You may present this information in the format and topic duration best suited to your team.

- **Introductions:** Briefly introduce your team, the organization chart and each individual's role on the project.
- **Project Approach:** Describe your approach to project success, including, but not limited to:
 - The role of the client/user in your process, including what you need from us.
 - Your ability to investigate multiple options to assist us with finalizing the appropriate project program.
 - Your approach to working with numerous stakeholders to identify project drivers and your team's experience and/or ability to connect project drivers into realized design solutions.

- **Project Schedule/ Staffing:** Describe your approach to achieving the project schedule, including:
 - Overall impression of the schedule: is it achievable? Do you have proposed revisions?
 - Identify critical path items, milestones, risks, and/or schedule drivers.

- **Cost Control:** Describe your cost control approach, including, but not limited to:
 - Creating budget estimates for multiple options
 - Mitigating risk in this volatile market

- **Project-Specific Consideration, Program and Project Goals:**
 - Provide a project understanding and provide your impression of provided project information.
 - Highlight your team's experience with renovations in active facilities
 - Describe how your team will explore different building planning ideas that will "test" multiple options
 - Discuss your team's experience with federal research requirements that may require increased security

Limit your team's attendance to six (6) people. We strongly prefer to meet with the key contacts who will be working with us on a daily basis. Executive level representation that will not actively participate in the design and construction phases should not attend.

Questions, comments, or information requests should be directed to Monica Reed at mjr204@psu.edu or 814-863-5765

Sincerely,

Greg Kufner, AIA, NCARB



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CC: Computer Building Renovation Design Team Selection Committee