

DATE: June 9, 2022

SUBJECT: **Interview Notice – Architect/ Engineering Team Selection**  
**Sackett Building Renovation and Additions**  
University Park, PA

TO: **Short-Listed Teams**  
Ann Beha Architects  
HGA  
KieranTimberlake

The Screening Committee met to determine the Short-List and selected the above three (3) teams who will be interviewed for the project at the Penn State University Park on **June 30, 2022**. The random order for the interviews is as follows:

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
<b>The Penn Stater - Room 205</b>	<b>8:15 A.M. – 9:45 A.M.</b>	<b>Interview - HGA</b>
<b>The Penn Stater - Room 204</b>	<b>9:55 A.M. – 11:25 A.M.</b>	<b>Interview - Ann Beha Architects</b>
<b>The Penn Stater - Room 205</b>	<b>11:35 A.M. – 1:05 P.M.</b>	<b>Interview - KieranTimberlake</b>

The interview rooms will be available half an hour before the team’s assigned time – equipped with a projection screen for the team’s use and connectivity via laptop (IBM compatible) or USB thumb drive. Projector, access to the internet, or other technology needs are the team’s responsibility. Teams can correspond with The Penn Stater directly for assistance. Please bring an extra copy of the team’s presentation, on a thumb drive, for Penn State’s use.

The interview format will be a 50-minute presentation (including the team’s introductions), followed by a 40-minute question and answer session. If there is time after Q+A, the team may use the time for closing thoughts or statements.

The team should clearly describe why they are the best team for the project, including explaining the team’s differentiators. As a part of the presentation, we request that you address the topics outlined below. Present this information in any arrangement, format, and topic duration that suits your team.

### **Team Introduction and Experience.**

- Briefly introduce each team member and their role in the project. (Note if there are any changes from the proposal.)
- Review the overall team’s organizational chart and identify the role of key team members/ consultants. (Note if there are any changes from the proposal.)
- Demonstrate the team’s unity by showing examples of relevant past projects executed by most of the proposed team. Discuss why the project is relevant to the Sackett project, how the A/E team achieved success, and define who did what on the example project.
- Present any other pertinent team experience with projects of a similar size, complexity, and programmatic uses.

## Project Approach.

- Present the team's best practices that lead to project success, including, but not limited to:
  - Stakeholder engagement to determine project requirements and decision-making processes, including:
    - What you need from Penn State, the importance of our role in the team's process, and how the client/ users are inextricably involved
    - How the architectural, engineering, and academic programming/ planning teams will interact with each other and with project stakeholders at different project stages to make key decisions
    - The team's approach to identifying actionable project drivers with project stakeholders and the team's experience and ability to connect project drivers into realized design solutions
    - The criteria and approach to establishing priorities and making design decisions
    - Which team members will lead critical project efforts, tasks, phases, etc. - specifically, who will lead, and what is the process for district-level planning in the area around Sackett
    - How would this district-level planning inform the architecture and design decisions for the Sackett project in the context of the unresolved portions of the Master Plan?
  - A thorough review of the project MEP approach, specifically the major utilities scope, such as:
    - The team's overall approach to any technical considerations, MEP or building system design, and achieving PSU's high performance and sustainability standards
    - The team's understanding of the utilities scope - specifically, after reading the OPR, COE Master Plan, and any of the team's research
    - How can the MEP scope (and related costs) be managed throughout the life of the project with such a long-phased process and future master planning projects?
    - What is the process, and who is leading the planning and design efforts related to utilities for this project?
    - What are the drivers or risks/mitigations concerning the major utilities scope?

## Project Schedule/ Staffing.

- Describe the team's approach to achieving the project schedule, including:
  - The team's overall impression of the schedule: Is it achievable? What would the team change?
  - Critical path items, milestones, risks, and schedule drivers
  - The team's availability, especially considering other projects and firm workload
  - How the team would leverage **virtual meetings, interactive tools**, and similar technology to their most significant benefit during the project's programming, design, and construction phases

## Cost Control.

- Describe the team's cost control approach, including, but not limited to:
  - Critical factors to consider concerning the project budget
  - The team's impression of the budget. Any significant risks and mitigation techniques?
  - What strategies will the team use to ensure the Conceptual/Schematic designs are executable within the project budget?
  - How will project cost/scope be managed dynamically through the project?
  - The people involved and the process for all Life Cycle Cost Analysis (LCCA) required by PSU's

standards (façade, HVAC, etc.). When would these efforts occur, and how would this analysis be reviewed with PSU/OPP? How would this analysis inform the design at different phases? What modeling tools and innovative processes would the team propose for this effort?

### **Project-Specific Considerations, Program, and Project Goals.**

- Provide a project understanding with the team’s impression of the provided project information.
- From a programmatic perspective and specific to the project site, discuss ways to achieve a flexible/adaptable/vibrant/successful facility.
- Discuss the diversity of the program and space types. Also, highlight expertise in delivering buildings with similar spaces in the Sackett program.
- Many of the project’s requirements involve competing interests. For example, the program contains competing priorities – a tug-of-war, claiming space for mechanical rooms, GPCs, CoE departmental classrooms, or labs. How will the team navigate these competing interests?
  - Identify other likely competing priorities and possible ways to address these issues in the design process.
- Describe how the team will explore different building planning ideas that will “test” various options.
- How will the A/E team validate the “highest and best use” – programmatically - of the Sackett Building?
- Define the process to determine the right improvements (such as the building envelope) and level of sustainability when renovating the existing Sackett portion.
- Highlight some of the team’s best flexible classroom environments and attributes to consider when designing such a space.
- How does the team envision creating exciting interior spaces to breathe fresh life into the aged existing Sackett Building?
- How does the team capture and preserve the historical legacy of the building’s exterior balanced with appropriate vibrant interiors?
- Discuss trends and/or benchmark data specific to this project type and/or program.

### **Site/ Design Ideas.**

- Discuss the site, including existing conditions, building siting/massing, zoning, sustainability, and ways to best connect the site to the overall campus.
- Discuss site approach/entry options and the design impact of new or modified campus connections.
- Discuss the team’s approach to temporary versus permanent landscape – bearing in mind the University’s goal to not invest too much money and effort into landscape design on a limited, tight site that may be under construction again in the future.
- Expand on the design ideas presented in the team’s proposal. Present project-specific design ideas and considerations for this project. (We do not expect final or elaborate design solutions but want to be excited to get started on the right foot.)
- Discuss the project phasing and the team’s thoughts on the proposed phasing. Do you see ways to improve the phasing concerning lowering cost, minimizing impact, etc.?

Please limit the team’s attendance to nine (9) people. We strongly prefer to meet with the key contacts for the project that will be working with us regularly. Executive-level representatives who will not participate actively in the design and construction phases should not attend.

We are providing the following documents to help with the team's preparation for these interviews:

- **Sample Interview Room Layout**
- **Non-Binding Fee Form.** Complete and email to Greg Kufner at [gak21@psu.edu](mailto:gak21@psu.edu) by noon EST on June 28, 2022.

The result of the interviews will be emailed to the Short-Listed Team shortly after the interviews and published on the PSU OPP website. Questions should be directed to me (info below) or Brian Hayes, Facility Project Manager, (814) 863-4665/ [bwh11@psu.edu](mailto:bwh11@psu.edu).

Sincerely,

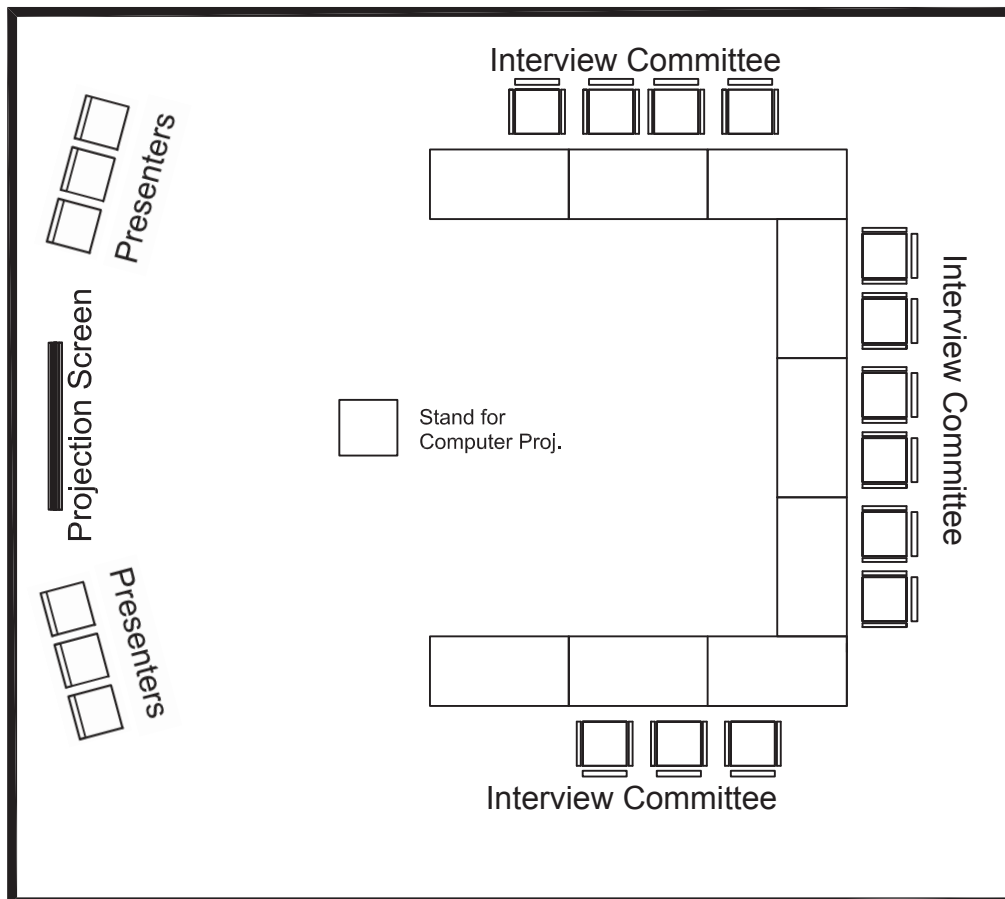
Greg Kufner, AIA, NCARB

A handwritten signature in black ink, appearing to be 'GK', with a stylized flourish at the end.

University Architect  
The Pennsylvania State University  
206 Physical Plant Building, University Park, PA 16802  
Direct: (814) 865-8177 | Mobile: (614) 512-2287  
Office: (814) 865-4402 | Email: [gak21@psu.edu](mailto:gak21@psu.edu)

CC: Sackett Building Screening Committee

# Penn State A/E Team Selection Example Interview Room Layout





**NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE**

Project: **Sackett Building Renovation and Additions**  
University Park, PA

Firm Name: \_\_\_\_\_

	<u>Hours</u>	<u>Fee</u>
Program Verification & Site Analysis	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
Construction Administration	_____	_____
Subtotal	_____	_____
Reimbursables (allowance)	_____	_____
<b>Total</b>	=====	=====

	<u>Hours</u>	<u>Fee</u>
Architect	_____	_____
MEP Consultant	_____	_____
Environmental Consultant	_____	_____
Site/Civil	_____	_____
Structural	_____	_____
Estimator	_____	_____
Other Team member	_____	_____
Total	=====	=====
	=====	=====

**Important notes and additional Information:**

- Firms are ranked based on the in-person interviews. Fees are only considered if there appears to be a major discrepancy in the provided fees.
- We are asking for the fees two ways on this project (1. By design phase and 2. By team member). We assume the total cost will match for both sections but would like to see this breakout.
- Include fees/costs for ALL consultants, broken down as listed above.
- In addition to the above, please include a listing of your billable rates that will be used for this project.
- Please follow the latest reimbursable changes indicated in the 1-P Agreement.

**Return completed form and billable rates, via email only to [gak21@psu.edu](mailto:gak21@psu.edu) by noon EST on June 28, 2022.**

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The Pennsylvania State University  
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University Park, PA 16802-1118  
Phone (814) 865-8177, E-mail: [gak21@psu.edu](mailto:gak21@psu.edu)