



DATE: August 15, 2017 – **Update August 17, 2017**

SUBJECT: **Architect/ Engineer Selection – Team Interviews**
Willard Building Renovation
University Park, PA

TO: **Short Listed Teams**
Ayers Saint Gross, Inc.
Gensler
Studios Architecture

The Screening Committee has selected the above firms as the short-listed teams for the project. Interviews for the three (3) short-listed teams will be conducted at The Penn Stater Conference Center, University Park on Thursday, September 7, 2017. The interview schedule is as follows:

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
Room 211	9:05 A.M. – 10:20 A.M.	Interview – Ayers Saint Gross
Room 203	10:40 A.M. – 11:55 A.M.	Interview – Gensler
Room 203	12:50 P.M. – 2:05 P.M.	Interview – Studios Architecture

The interview rooms will be available half an hour before your assigned time. A projection screen will be provided for your use with connectivity via laptop (IBM compatible) or USB thumb drive. Access to internet or technology needs are your responsibility.

The interview format will be a 40 minute presentation (including your team introductions), followed by a 35 minute question and answer session. If time is left at the end of the Q+A session, you will be given time for a closing.

Your team should clearly describe why you believe you are the best team for the project, including explanation of your team’s differentiators. As a part of the presentation, we request that you address the following topics. Present the information in the format, topic duration, and arrangement of information, best suited to your team.

- **Team.** Briefly introduce interviewees and their role on the project. Review overall team (org chart) and identify the roles of key team members/ consultants. Identify how your team will comply with the University’s Diverse Business Enterprise Program.
- **Experience.** Briefly recap overall lead firm and team experience with projects of a similar size, complexity and programmatic uses (especially academic media and broadcast spaces).
- **Describe your approach to this project, including, but not limited to, development of a program for this project, project communication, the overall design process and sustainability. Discuss approach to identifying actionable project drivers with project stakeholders and your team’s experience and/or ability to connect project drivers into realized design solutions. Discuss your approach to including PSU stakeholders, users, and technical engineers in design meetings and**

drawing reviews.

- Cost and Schedule. Briefly describe your approach to the project schedule and cost control. Identify critical path items, milestones, and schedule drivers. Outline critical factors to consider with respect to the project budget and discuss your impression of the total project budget.
- Design Ideas. Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. We do not expect final design solutions to be presented. Rather, we want to hear what your team believes to be the critical design issues for this site/ program and how you would address these key issues. Feel free to utilize precedent projects if helpful to your team.

Limit your team's attendance to six (6) people. We strongly prefer to meet with the key contacts for the project that 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.

To assist you in preparing for these interviews, the following documents will be provided:

- Non-binding fee form, which must be completed by September 05, 2017 at Noon to gak21@psu.edu
- Sample room arrangement
- Photo requirements, due September 05, 2017 at noon to Madeline Cantú mac56@psu.edu

In the event that your team is selected, we will show the Board of Trustees examples representative of your architectural designs; with this in mind, we require that you submit to us photographs in digital format no later than 12:00 noon on September 05, 2017. Requirements for the photographs are described in the attached sheet. It is important that the photographs be representative of the type of project and function that we are addressing.

The result of the interviews will be announced at the Board of Trustees meeting on Friday September 15th, 2017 and posted to our website.

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

Sincerely,

Greg Kufner, AIA, NCARB



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



NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE

Project: Willard Building Renovation
University Park

Firm Name: _____

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

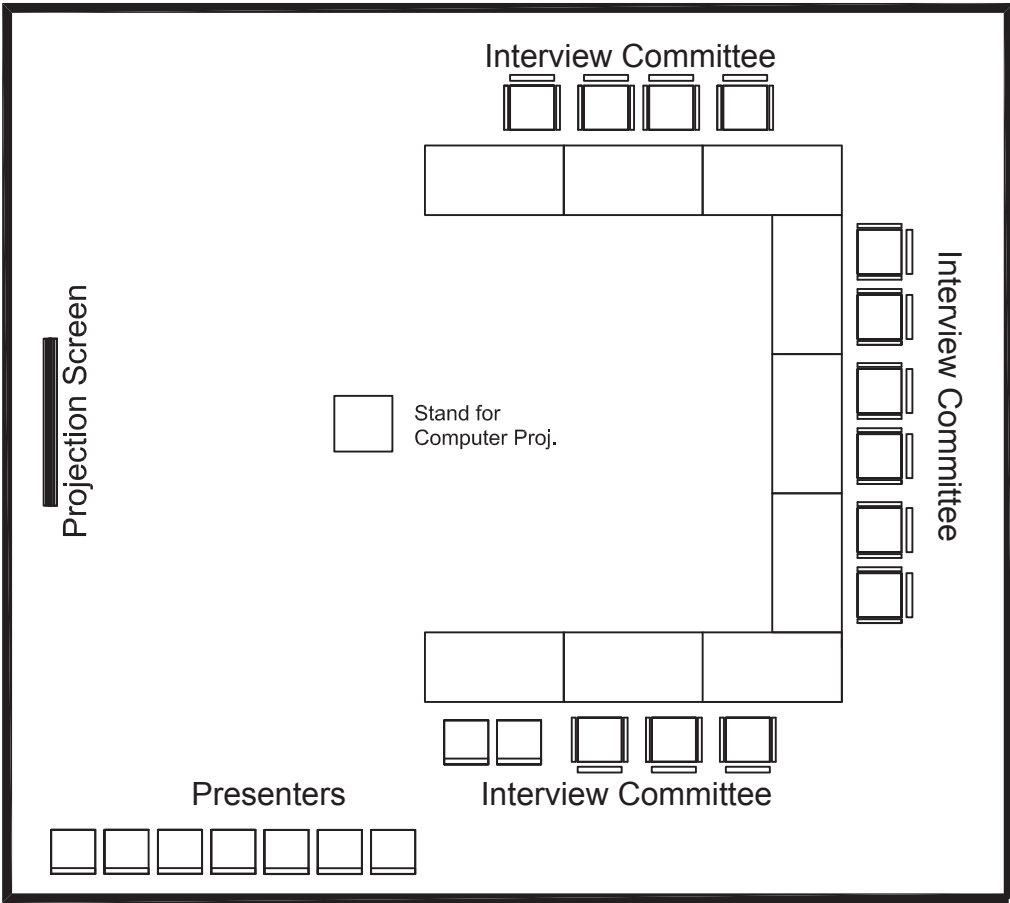
Note: Include ALL costs for consultants within the amounts listed above.

In addition to the above, please include a listing of your billable rates that will be used for this project.

Return completed form and billable rates, in a separate sealed package, under separate cover, by September 05, 2017 at Noon to:

Greg Kufner, AIA NCARB
University Architect
The Pennsylvania State University
200 Physical Plant Building
University Park, PA 16802-1118
Phone (814) 865-8177, E-mail: gak21@psu.edu

Board of Trustees Architect / Engineering Interview Room Layout



REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS

Examples of the Architect's / Engineers's built projects are required for presentation to the Board of Trustees as part of the approval process. Images will be used for a Powerpoint presentation and will be projected with a 16:9 aspect ratio (widescreen).

Approximately (12) high quality exterior and (6) high quality interior photos should be submitted along with a very brief description of each photo. Photos must be of BUILT projects and should be relevant to the proposed project. Hand drawn renderings, computer drawn renderings and models, and photos of study models will NOT be accepted. It is highly recommended that interior shots include people using the space. Please send digital photographs that meet the following minimum standards.

Minimum photo dimensions:

6.5 x 10 inches (975 x 1500 pixels)

Minimum resolution: 150 pixels/inch

(Photos will be inserted into Powerpoint at a maximum resolution of 220pixels/inch)

Preferred photo formats: .tif, .jpg, .png, .gif for use in a PC environment

File transfer methods:

- email is preferred with a maximum attachment file size of about 10mb/email.
- Files may be zipped (compressed) using WinZip and/or emailed individually.
- FTP sites with explicit instructions or user-friendly interfaces

Photos should NOT contain any text. A descriptive reference document should be included that provides a project name and location for each photo. Please send to:

Madeline Cantú, RLA
Design Resources Coordinator
Campus Planning & Design
203 Physical Plant Building
University Park, PA 16802
mac56@psu.edu
(814) 863-4242

Please don't hesitate to call or email with any questions or concerns.